



Shakespeare Walk Adventure Playground
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Email: swapansixteen@swapa.org.uk

Company No: 7289310 Charity No: 1156526

27 January 2019

Dear applicant

Thank you for your interest in becoming a member of the Shakespeare Walk Adventure Playground Board of Trustees.

We've put together this information pack which will tell you more about how you can apply to become a Board Member and what being on the Board entails. In the pack you will find:

- Information about what is involved in being on the Board
- A role description
- A person specification
- An application form
- Our equal opportunities monitoring form
- Memorandum & Articles including our charitable aims

Once you've read through this information, you'll find an application form to fill in and return to us. We've tried to keep the application as simple as possible.

Please feel free to contact me (tel 07790 981 175, email Nicola.butler@hackneyplay.org) if you would like to know more about the role or have an informal discussion about it.

All Trustees are required to undergo a DBS (Disclosure and Barring Service) check.

Please return your completed application form, marked, 'confidential', to
Nicola.butler@hackneyplay.org.

We look forward to hearing from you.

Yours sincerely

Nicola Butler

Director, Hackney Play Association

Shakespeare Walk Adventure Playground Board of Trustees

Roles and Responsibilities

Shakespeare Walk Adventure Playground is a Company Limited by Guarantee in England and Wales and also a registered charity. The trustees of the charity are also the directors of the company.

Trustees have a responsibility for ensuring that Shakespeare Walk Adventure Playground fulfils its objectives as set out in our Memorandum and Articles, which is our governing document, setting out our charitable aims.

Overseeing and managing the play service

Shakespeare Walk is funded by Hackney Council to provide a free, open access adventure playground service for local children and young people. Trustees are responsible for overseeing the service and making sure that it is running smoothly and well.

Financial management

The Board are responsible for the oversight of Shakespeare Walk Adventure Playground's financial position including setting the budget and making sure that the annual independent examination is carried out. They ensure that Shakespeare Walk Adventure Playground's funds are used wisely for the benefit of local children, in accordance with our aims and objectives and using the procedures set out in our Financial Control Policy.

Managing staff

The Board determines the staffing structure. They are also responsible for the oversight of personnel policies, equal opportunities and health and safety. They determine the staff salaries and other terms and conditions of service. Trustees also have a key role to play in HR matters, in particular being responsible for participating in any disciplinary or grievance proceedings and responsible for carrying out supervision meetings with the Senior Playworker.

Time commitment

It is hoped that Board Members will all attend approximately six meetings in the year. Additional meetings – eg meetings with the staff team – may also be arranged. A Board member is usually invited to be on interview panels for staff. Board Members will also be required to read documents and emails between meetings.

Other responsibilities

Board Members need to sign legal documents or, if they become a signatory, authorise payments. Board members should be committed to carrying out Shakespeare Walk Adventure Playground's policies and procedures.

Shakespeare Walk Adventure Playground Board of Trustees

Role description

We are looking for a mix of people with different backgrounds and skills that they can bring to the role of trustee. Nobody is expected to have all the skills we are looking for.

A member of the board of trustees is expected to perform a number of tasks. These fall into two main groups: Tasks to fulfil legal duties and managerial tasks

Tasks to fulfil legal duties:

1. To ensure that the organisation pursues its objects as set out in the governing document.
2. To have read and understood the memorandum and articles.
3. To act at all times in the interests of the children who attend our adventure playground.
4. To understand the legal responsibilities of the board of trustees.
5. To make sure that the organisation acts within the law: as an employer, in respect of equal opportunities, meeting health and safety requirements, as a charity and so on.
6. To ensure that all money and assets are prudently managed and used in pursuit of the objects of the organisation.
7. To make sure that money is spent for the purposes for which it was given.
8. To ensure that the organisation accounts for its activities to its funders, the Charity Commissioners, its members, the local community and others as required.
9. To work jointly with the other trustees.
10. To ensure that the organisation manages its affairs reasonably and properly.
11. To work in the interests of the organisation, and not for personal gain.
12. To ensure that the board of trustees takes proper professional advice on matters in which it does not have competence.
13. To ensure that conflicts of interest are declared and are properly managed in line with our Memorandum and Articles.

Managerial tasks:

Vision and direction

1. To understand and be committed to the charitable objects of the organisation. To ensure that the organisation pursues its charitable objects.

Financial duties

2. To read and understand the financial information about the organisation and to ensure the finances are sound and properly managed in line with our Financial Control Policy.
3. To ensure that resources are used efficiently and economically.

As an employer

4. To ensure that the organisation is a good employer of its paid and voluntary staff.
5. Where paid staff are employed, to appoint the senior member of staff, and usually to be involved with the appointment of other staff.
6. To supervise and support the senior staff and ensure other staff and volunteers are properly supervised.

Evaluation

7. To monitor and evaluate the work of the organisation on a regular basis. This includes receiving reports from staff, staff supervision, receiving feedback from clients, users and consumers and so on.

Insurance

8. To make sure that the organisation is properly insured against all reasonable liabilities.

Assets

9. To make sure that any premises and equipment are properly looked after.
10. To ensure that investments and cash balances are managed properly.

To be effective

11. To work with the other members of the board to form an effective governing body for the organisation.
12. To attend a minimum of six meetings a year and to read papers in advance of meetings.
13. To attend sub-committee meetings as appropriate.
14. To participate in other tasks as arise from time to time, such as: interviewing new staff, helping with appeals and fundraising.
15. To keep informed about the activities of the organisation and wider issues which affect its work.
16. To ensure that the organisation is effectively managed and gets its work done.

Shakespeare Walk Adventure Playground Board of Trustees

Person specification

1. A commitment to the organisation
2. A willingness to devote the necessary time and effort
3. Strategic vision
4. Good, independent judgement
5. An ability to think creatively
6. A willingness to speak your mind
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
8. An ability to work effectively as a member of a team
9. Selflessness, integrity, objectivity, accountability, openness, honesty and leadership
10. A willingness to be available to all staff for advice and enquiries on an ad hoc basis

Shakespeare Walk would also particularly welcome new trustees with skills and knowledge of play work, youth work, child care or social care, parenting, HR, finance and/or people who have good knowledge of the local area.

For further information or an informal discussion, please contact Nicola Butler,
nicola.butler@hackneyplay.org, 07790 981 175.