

Dear Potential Trustee

Sydenham Garden Trustee Vacancies

Thank you for your interest in becoming a Trustee of Sydenham Garden. There follows a detailed pack providing information about the trustee vacancies we are currently seeking to fill. There is much more information about the charity on our website www.sydenhamgarden.org.uk.

The job descriptions below relate to the specific areas we have identified to strengthen the Board of Trustees (finance, human resources, experience of client group and user experience). However, this is not an exhaustive list and if you feel that your skills and experience would benefit the charity we are still **very** interested to hear from you (the general trustee role description is also below).

Before submitting a formal application I would welcome a meeting with you and if at all possible for you to arrange a visit so that you can meet our Chief Executive Jennie Graham and our staff and volunteers as well as seeing the project in action.

If you would like to discuss anything informally please do get in touch with me by e-mail or by telephone – I'm best reached after 8pm on 020 8659 0873.

I look forward very much to hearing from you.

Yours sincerely

Dr Jim Sikorski
Chair of Trustees

j.sikorski@nhs.net

Trustee Vacancies - Advertisement

Sydenham Garden aims to transform lives through therapeutic activities, enabling people to move forward in a supportive community environment. Founded in 2002, our service focuses on Lewisham and Bromley residents experiencing mental ill health or other significant illness, enabling them to improve their quality of life, social interaction and physical and mental health in a supportive community environment. In 2010 we moved into a new accessible resource centre which provides an inspiring base for an expansion of the charity's activities.

We are seeking to strengthen our Board of Trustees with new members. We are particularly seeking trustees with skills in finance or human resources or experience working with our client group or as a user of services. We are also keen to increase the diversity of our board to better represent the community we serve.

For more information and an application pack please contact info@sydenhamgarden.org.uk . Please indicate which of the above roles you would be seeking to fill.

To arrange an informal discussion please contact Dr. Jim Sikorski, Chair of Trustees on j.sikorski@nhs.net

More information about the charity can be found at www.sydenhamgarden.org.uk

Current Trustees

Jim Sikorski, Chair of Trustees. Jim has been a GP in Sydenham for 25 years.

Bruce Robertson. Bruce was a business economist in a multinational firm and has been on the management committee of several housing associations.

Alona Sheridan. Alona is a teacher, environmentalist and member of the Sydenham Assembly Co-ordinating Group. She is currently chair of the Friends of Mayow Park.

Marion Nisbet. Marion was a teacher for 20 years and has worked in the prison education service. She is a local councillor for Sydenham.

Susan Wise. Susan worked in the NHS for over 30 years and is a local councillor for Perry Vale ward in which Sydenham Garden is located. She is a member of the Mayor of Lewisham's Cabinet.

Nitia Nadar, Treasurer. Nitia is an experienced accountant who has worked in an international charity for many years.

Ann Creighton. Ann has 10 years experience as CEO of a charity providing educational programmes for prisoners.

Vacancy: Trustee (Financial Expertise)

Role description:

The duties of the Trustee Role with Financial expertise are, in common with the general duties of all trustees:

- To safeguard the good name and values of the organisation.
- To ensure that the organisation complies with its aims and objectives, memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure the charity applies its resources exclusively in pursuance of its Aims and Objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To be willing to serve on at least one Board Committee.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board of Trustees on new initiatives or other issues relevant to the area of the organisation work in which the Trustees has special expertise.

In addition to the responsibilities common to all trustees of the charity, the Finance Trustee will be a member of the Finance and General Purposes Committee which has responsibility for the following:

- Review financial matters to ensure that proper internal controls are in place and in use; and to ensure that the statutory requirements are met.
- To review the process for obtaining Tenders and Quotations as appropriate
- To review such Contracts as Sydenham Garden may enter and make recommendations to the Board.
- To ensure that Personnel matters are dealt with in accordance with statutory & Sydenham Garden policies: these policies include: recruitment; contracts of employment; and grievances. These policies are passed to the Board for ratification. F&GP also reviews pay policy and pay rises and makes recommendations to the Board.
- To ensure that Sydenham Garden has appropriate Insurance cover with regard to public liability, employers' liability; buildings & contents and other such insurances as maybe required.

Commitment:

One Trustee meeting per month (half day) with additional input up to a maximum of one half day per week.

Person specification:

General:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively

- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team

Specific to Financial Expertise role:

We are seeking a person with financial expertise who is also committed to our vision of working with people experiencing long term illness and mental health problems. The trustee we are looking for will also have:

- Relevant financial qualifications and experience
- Willingness to be available to staff for advice on an ad hoc basis
- The skills to analyse proposals and examine their financial consequences
- Experience of or involvement in the governance or management of an organisation

Ideally they would also possess:

- Some experience of charity finance and fundraising
- An understanding of issues affecting our charity and the sector.

Vacancy –Trustee (Human Resources)

Role description:

The duties of the Trustee Role with Human Resources experience are, in common with the general duties of all trustees:

- To safeguard the good name and values of the organisation.
- To ensure that the organisation complies with its aims and objectives, memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure the charity applies its resources exclusively in pursuance of its Aims and Objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To be willing to serve on at least one Board Committee.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board of Trustees on new initiatives or other issues relevant to the area of the organisation work in which the Trustees has special expertise.

In addition to the responsibilities common to all trustees of the charity this Trustee will have the responsibility for:

- Advising the Chair and the Chief Executive on the law and good practice in the recruitment, selection and appointment of employees
- Establishing panels for grievances, disciplinary matters, and complaints
- Assisting with the drafting of job descriptions, person specifications, job advertisement etc
- Assisting with reviews of employment contracts

- Oversight of conditions and terms of service of employees
- Oversight of support provided to volunteers with the charity

Commitment:

One Trustee meeting per month (half day) with additional input up to a maximum of one half day per week.

Person specification:

General:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team

Specific to Human Resources role:

We are seeking a person with Human Resources experience who is also committed to our vision of working with people experiencing long-term illness and mental health problems. The HR Trustee should possess:

- Experience in Human Resources management at a senior level
- An excellent understanding of good practice in equal opportunities

Awareness of good practice in volunteer management would be an advantage.



Vacancy: Trustee (with Experience of Client Group)

Role description:

The duties of the Trustee Role with experience working with our client group are, in common with the general duties of all trustees:

- To safeguard the good name and values of the organisation.
- To ensure that the organisation complies with its aims and objectives, memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure the charity applies its resources exclusively in pursuance of its Aims and Objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To be willing to serve on at least one Board Committee.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve

scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board of Trustees on new initiatives or other issues relevant to the area of the organisation work in which the Trustees has special expertise.

In addition to the responsibilities common to all trustees of the charity, this Trustee will bring to the Board a clear vision of how their experience of working with those coping with significant illness will benefit Sydenham Garden. They will have a particular responsibility for advising on the development of our therapeutic services.

Organisation Description:

Sydenham Garden is an award-winning local charity that aims to transform lives through therapeutic activities. We deliver a range of events and opportunities for the local community, but our service focuses on Lewisham and Bromley residents experiencing mental ill health or other significant illness, enabling them to improve their quality of life, social interaction and physical and mental health in a supportive community environment. Co-workers (the name the project gives to our primary beneficiaries) are referred to our therapeutic horticulture and art and craft sessions from over 30 community organisations and health sector agencies. We offer training courses which increase the skills and future employability of our users.

Commitment:

One Trustee meeting per month (half day) with additional input up to a maximum of one half day per week.

Person specification:

General:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team

Specific to Client Experience role:

- Experience of working directly with people coping with a significant illness
- Experience of or involvement in the governance or management of an organisation would be an advantage

Vacancy: Trustee (with User Experience)

Role Description:

The duties of the Trustee Role with User Experience are, in common with the general duties of all trustees:

- To safeguard the good name and values of the organisation.
- To ensure that the organisation complies with its aims and objectives, memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure the charity applies its resources exclusively in pursuance of its Aims and Objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To be willing to serve on at least one Board Committee.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board of Trustees on new initiatives or other issues relevant to the area of the organisation work in which the Trustees has special expertise.

In addition to the responsibilities common to all trustees of the charity, this Trustee will bring to the Board experience as a user of services together with a clear vision of how their experience will benefit those who use Sydenham Garden. They will have a particular responsibility to champion the needs and wishes of current and potential co-workers (beneficiaries) to the Board of Trustees and to work with staff to oversee the development and implementation of our user involvement policy, procedures and practices.

Commitment:

One Trustee meeting per month (half day) with additional input up to a maximum of one half day per week.

Person specification:

General:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Good interpersonal skills and the ability to work effectively as a member of a team

Specific to user experience role:

- Experience of using services for a significant illness
- Experience of or involvement in the governance or management of an organisation would be an advantage

Vacancy: Trustee (General)

Role description:

The duties of a Trustee with general responsibilities are:

- To safeguard the good name and values of the organisation.
- To ensure that the organisation complies with its aims and objectives, memorandum and articles of association, charity law, company law and any other relevant legislation or regulations.
- To ensure the charity applies its resources exclusively in pursuance of its Aims and Objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To be willing to serve on at least one Board Committee.
- In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the Board of Trustees on new initiatives or other issues relevant to the area of the organisation work in which the Trustees has special expertise.

Commitment:

One Trustee meeting per month (half day) with additional input up to a maximum of one half day per week.

Person specification:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team

Other Details (relevant to all Trustee posts)

Organisation Description:

Sydenham Garden is an award-winning local charity that aims to transform lives through therapeutic activities. We deliver a range of events and opportunities for the local community, but our service focuses on Lewisham and Bromley residents experiencing mental ill health or other significant illness, enabling them to improve their quality of life, social interaction and physical and mental health in a supportive community environment. Co-workers (the name the project gives to our primary beneficiaries) are referred to our therapeutic horticulture and art and craft sessions from over 30 community organisations and health sector agencies. We offer training courses which increase the skills and future employability of our users.

Disabled Access:	Fully accessible incl toilet, hearing loop
Equality and Diversity Policy:	Yes
Expenses:	Yes following provision of receipts.
Health and Safety Policy:	Yes
Insurance Cover:	Yes. Public liability
Training:	Yes. Trustee induction and ongoing training.
Supervision:	Trustee induction as above. All are encouraged to undergo further training and there is a budget set for this.

Directions:

Rail: - Forest Hill, Sydenham or Lower Sydenham

Buses: 75; 194; 202; 450

Free on street parking is usually available on Wynnell Road

There is a map on our website or use postcode SE23 2LW

Recruitment Method:

Informal Discussion, Application, Interviews, References, CRB Check, Trial Period

Contact for an informal discussion:

Dr Jim Sikorski
Chair of Trustees
c/o Sydenham Green Health Centre
26 Holmshaw Close
London
SE26 4TH
Tel: 020 3049 2820
j.sikorski@nhs.net

Organisation Contact Details

Sydenham Garden
Sydenham Garden Resource Centre
28a Wynnell Road
London
SE23 2LW
Tel: 020 8291 1650
info@sydenhamgarden.org.uk
www.sydenhamgarden.org.uk

An application form can also be downloaded from our website. Please contact us if you would like paper copies sent to you.