



# Trustee Role Description

## What is the Shepherds Bush Families Project?

Shepherds Bush Families Project & Children's Centre (SBFP) is a registered charity that provides a huge range of support for families and young people living in Shepherd's Bush. Our families are living in temporary or unsuitable accommodation – some are already homeless and others are at risk of losing their homes. We've been running since 1988 and in the past 30+ years our services and reach has grown and grown.

Our services are free for all families and include:

- Weekly parent and child drop in sessions
- Weekly Parent and Infant Group for babies under 1
- Pre school 1-5 yr olds
- after school clubs for 5-16 year olds
- On-site creche for parents attending groups, classes and sessions at SBFP
- A toy and book library
- Counselling services for adults
- Whole Family Therapy sessions
- A free clothing store
- Laundry and cooking facilities
- English language classes
- Advice and Advocacy service
- Advice and Advocacy on benefits and housing issues
- Summer holiday activities for children and families

We also have a huge kitchen for our families to use and we encourage parents and children to cook and eat together as often as possible. We have big parties throughout the year celebrating a huge range of cultural and religious holidays – with all the associated feasts and festivities.

## How have we been affected by COVID?

The past year has been very tough for everyone – but families living in inadequate housing during lockdown have been hit particularly hard. Many have also lost their jobs and livelihoods, and home schooling is particularly difficult for children without laptops or computers.



SBFP has adapted as fast as we can to the changing needs of our community:

- We had to stop all in-person after school clubs, but we have continued arranging dance and exercise classes online
- Our family therapy and housing advice services have continued online
- We have provided laptops and computers to families in most need
- We have arranged food parcels for families and delivered craft kits for children

The work of SBFP will be more important than ever over the coming months and years as communities try to re-build after the pandemic.

## **How is the organisation run and governed?**

SBFP is a small, nimble organisation led by CEO Tina Mayers and a team of 14 full and part time child & young people practitioners, and admin and support staff. It works with lots of local partners to deliver extra programmes such as drama clubs, dance classes and language courses and additional legal advice

The board of trustees meet every 6-8 weeks to discuss the work of the charity, fundraising, strategic development and to sign off quarterly accounts. The board is made up of five individuals with a range of backgrounds from education, counselling, media, the arts and healthcare services.

## **What role do trustees play in the governance of the charity?**

Trustees have ultimate responsibility for directing SBFP, ensuring it is solvent, well run, and delivering on its intended outcomes. They set targets for the charity and regularly evaluate the charity's performance against these targets.

Trustee duties include:

- Attending Board meetings
- Participating in one or more sub-committees and leading committees when appropriate
- Scrutinising board papers and other communications
- Participating in activities to promote SBFP to our service users, funders and the wider public
- Leading discussions and providing guidance on new initiatives, particularly in areas where a trustee has specific knowledge or expertise
- Abiding by SBFP policies and procedures including the Diversity and Equal Opportunities Policy
- Acting as a signatory on behalf of SBFP when required
- Contributing to strategic planning around areas of special expertise



## **What is the time commitment for trustees?**

We expect trustees will attend at least three quarters of the 6-8 annual board meetings and will lead on or support other trustees on one or two projects throughout the year and lead specific pieces of work in line with your expertise. The commitment is roughly 1 day per month

Trustees are all volunteers and not remunerated for their work, although expenses can be reimbursed.

## **What sort of person would make a good trustee for Shepherds Bush Families Project?**

We are looking to recruit 3-4 Trustees and we are seeking people who are passionate about improving living conditions for refugees, asylum seekers and all members of society suffering from poor housing. We hope our Trustees can bring new networks to SBFP and develop new partnerships both with service providers and funders

It is important that candidates have strong interpersonal skills, and are able to inspire trust and collaboration across a team of staff and volunteers. Knowledge of corporate and charity governance is a bonus.

We are particularly looking for trustees who have expertise in one of the following areas:

- Accounting or finance management
- Fundraising
- Former service users from SBFP
- Previous experience of being a charity trustee is not required but would be desirable.

## **How to apply?**

Please send us a CV (max 2 A4 pages) and covering letter (max 2 A4 pages):

- Tell us a little about yourself and why this position interests you
- Tell us what experience you have had that means you meet the role profile and include practical examples. Please outline any skills or experience in the elements listed in the bullet points above
- Tell us what you would bring to this role and SBFP