

**New Cross Gate Trust
Volunteer Company Secretary
Expressions of interest required by Monday 14th December**

Background to the Trust

The *New Cross Gate Trust* is a community organisation in South East London, working to help build a community in New Cross Gate that is inclusive, confident and ambitious for the area, supporting one another to achieve our full potential. In a neighbourhood with very high levels of deprivation, we deliver a variety of community services from our base in Besson Street Garden. We also work collaboratively with other local organisations to develop and deliver a broad range of services to the local community, and to develop organisational capacity across the whole community.

Overall, the Trust's objects are to promote regeneration and community development for the benefit of people of the New Cross Gate and surrounding area, and in particular to:

- improve employment opportunities, promote training and development
- improve health and promote healthy lifestyle choices, for example through the provision and promotion of recreational, sports and leisure facilities
- reduce crime and improve community safety
- raise educational achievement and promote quality childcare
- Promote good quality housing and enhance the physical environment

Current Activity

The Trust aims to help build a community in New Cross Gate that is inclusive, confident and ambitious for the area and for the people living in it. We are working to make New Cross Gate a fulfilling, healthy and safe place to live, work and study. The Trust is based in the beautiful Besson Street Community Garden. This astonishing oasis, where vegetables and fruit grow side by side with exotic plants from all over the world, is the centre for a variety of established community activities and events.

The Trust currently employs seven members of staff as well as a number of sessional workers. We also have a large number of volunteers.

The Board

The Trust Board represents a partnership between the local community, community organisations and local service providers. The membership of the Board is made up of:

- Up to six residents representing the community of New Cross Gate
- Up to two representatives of local community groups
- Up to one representative of the local authority
- Up to one representative of local schools and education
- Up to one representative of a local medical centre
- Up to 2 co-optees as the Board may invite to become Members from time to time on account of their ability to contribute to the effective operation of the board

In addition to the main Trust Board the Trust has also formed two sub- committees, the Finance and General Purposes Committee, and the HR Committee.

The Opportunity

The Trust is seeking to recruit a volunteer Company Secretary to assist us with our work. The responsibilities of the role would be:

- To arrange the annual calendar of Board and Finance meetings in advance
- To call Board Meetings (5 meetings per year), and Finance meetings (5 meetings per year), prepare and distribute agenda and papers
- To attend Board Meetings and take minutes
- To record declarations of interest or conflicts of interests made by Board members
- To prepare and circulate copies of the minutes after Board meetings
- To Ensure Companies House and the Charity Commission have up to date records for the Trust and board members

The time demands of the role will be limited - with duties concentrated around board meetings and annual returns. Board and FGP meetings generally take place on one Thursday evening per month. You will receive assistance as required from both Trust Staff and Board members.

This is an excellent opportunity to:

- Build your CV
- Give something back to the local community
- Use your skills for a worthy cause
- Demonstrate your commitment to charitable enterprise
- Make friends and gain new experiences
- Be part of a vibrant local organisation

Previous experience of similar roles is desirable but not essential, as is knowledge of relevant company and charitable law.

The Trust Board would be happy to discuss the development of the role to suit your interests.

If you are interested in this volunteering opportunity we would love to hear from you. Please write to Jenny Couper, email: jenny.couper@nxgtrust.org.uk , or telephone 07968 278315 / 0207 639 7605 if you require further information or to submit an application form.

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