



Cambrian Community Centre

Volunteer Trustees Recruitment - Information Sheet

Overview of the Cambrian Centre

The Cambrian Community Centre is located in the Queens Road Estate in Richmond upon Thames and we work to provide, and encourage people to participate in, opportunities for exercise and other activities. We welcome everyone to the Centre but particularly target people disadvantaged by ill health and disability and/or economic and social disadvantage.

The Centre's community gym specialises in providing rehabilitative exercise programmes and support. We also run a programme of community activities and hire out our two community rooms to other local organisations.

We are registered with the Charity Commission and operate as an incorporated company, limited by guarantee. We employ a manager and small team of part time staff.

What we are looking for:

We are looking to supplement our current dedicated group of trustees with people with skills and experience in any of the following:

- Marketing, communication, PR including digital and social media
- IT/Systems
- Architectural/Building/Surveying etc.
- Gym Management

Overview of Trustee role

As a member of the Trustee Board you will work with the other members of the Board to provide direction and management of the Centre in order to:

- develop and implement plans for the management and development of the Centre
- ensure that the Centre's resources are managed efficiently and effectively to maximise the Charity's impact
- ensure that the Charity complies with the requirements of the Charity Commission, Companies House and with its Articles of Association.
- act as an effective, fair and reasonable employer of the Centre's staff.
- review and develop the Board's own performance

What the role involves:

As a member of the Trustee Board you are appointed as a Charity Trustee and Director of the Limited Company and you should expect to:

- attend and participate in the Board's regular 6 meetings a year (2nd Tuesday of alternative months at 7.00 pm) and any occasional additional meetings that may be necessary.

- undertake some tasks between meetings in support of the Board's work
- take a lead on a particular area of work related to your skills
- attend and assist at occasional events organised to support the Centre and its activities.

How you might benefit from volunteering in this way?

This is an opportunity to get involved in a local community project and adding value by helping with its management. It's a chance to develop your local knowledge, meet new people, develop new skills and perhaps participate in the Centre's exercise and leisure activities.

Trustees need to show:

- a commitment to maintaining and developing the Community Centre, and its Gym, in order to add value to the community.
- Knowledge of/connection to the Centre's immediate and wider community (which includes all of London Borough of Richmond and surrounding areas)

And be able to:

- work effectively and constructively in a meeting environment and with a group of people
- act at all times with integrity and in the best interests of the Charity and Centre

We would also really welcome applicants whose diversity profile and background would broaden the social experience of our trustee board.

Support and training is available for newly appointed Trustees

This might be the first time you have thought about taking on such a role and, if so there is training and support available. On appointment a Trustee will act as a 'Buddy' to assist and support you as a new Trustee.

Find out more

You can find out more about the Centre via our website at <https://cambriancentre.org>. The Centre's Annual Report and Accounts (2019/20) is available at: <https://cambriancentre.org/about/reports-and-newsletters>.

You can also contact the Centre Manager, David Lemon, for an informal chat and/or visit to the Centre email: manager@cambriancentre.org