

Draper Together



Trustee Recruitment Pack September 2022



Welcome Message

Thank you for your interest in Draper Together CIO.

Draper Together is a charity, which has been running since 2017. The charity promotes community cohesion by providing relevant opportunities to the residents from the Draper Estate and the communities from surrounding neighbourhoods.

Draper Together is operational from Draper hall, which is located in the Elephant and Castle district. Draper Together has a strong creative arts background. The Draper hall space has been used to showcase films and local dramatic productions; some of these productions have gone onto the West End Theatreland.

Unfortunately, due to the Covid 19 pandemic, the last two years have been extraordinary. We have had to suspend our hall hires during lock-down, and the community services that Draper Together were running, went online. This was not ideal. Like most other organisations, we had a decline in service-user numbers during this time, and several trustees moved on due to changes in their personal circumstances. Nevertheless, we were still able to be proactive and continue to be operational.

Within the last 12 months, Draper Together, at Draper Hall, has been a safe space facilitating a parent and toddler session, and we have re-introduced our weekly coffee and cake morning. In addition, Draper has celebrated a number of events throughout the year, including Black History Month and Christmas festivities.

From this year, we are pleased to report that our hall hires have grown substantially. We are positively receptive to partnering with services that align with our principles and values. For example, we have a successful working relationship with a mental health provision that provides a valuable service from the Draper hall.

From this summer, we have provided the venue for an NHS weight management course and 'silver senior' exercise classes.

We also delivered a successful summer program this year for local children. This summer program included the following: football practice, art lessons, and a session on photography, filming, and iMovie making.

We also had the privilege of taking a group of young people on a walking tour around the Houses of Parliament.

Draper Together is a small, yet ambiguous charity.

We wish to welcome new trustees, who can share and support us to accomplish our values, vision, and mission.

**Best wishes,
Draper Together Team**

Our History

Over the years, Draper Residents' Association (DRA) had become a thriving beacon and in 2015 won the **Southwark Council Housing Heroes Awards**, for *Up and Coming Tenant & Resident Association*.

In 2016, DRA believed it would be more effective to establish a charity for the residents and wider community, to facilitate further outreach and to have a wider access to funding. Equally, it also became apparent the Draper hall needed to be better utilised.

Through resident engagement and consultation, a democratic vote carried in favour to form a charity. We attained charity status in summer 2017, which is when Draper Together was born.

Our Values

Draper Together's values embody:

- Championing equality, diversity and inclusivity
- Representing the views of service-users and other stakeholders
- Empowering the voice of the community

Serving the community is at the heart of everything we do.

Our Vision, Our Mission

Draper Together, at Draper Hall, is for everyone in our community to have a space to feel welcomed and enjoy equal access to social, educational, and cultural opportunities, as well as lifelong learning.

Draper Together's vision is to build a stronger community through social regeneration, by tackling the apparent inequalities and disparities in society. Draper Together also enables early intervention through education to take preventative action for people in our community who are trapped in their life circumstances and therefore are experiencing poor life chances.

Included in our vision is to improve service-users' mental health, wellbeing, and confidence. This is done by acting as a bridge between the new and pre-existing communities of the local surrounding neighbourhoods. By bringing people together to celebrate and respect our differences, we help build a secure foundation of optimism, and value the diverse contributions to the community.

Our mission is to be a pivotal service-user lead provision and by providing safe spaces and opportunities that empower people, so they are skilled and able to give back to their community.

Current Projects

Draper Together rents out its hall seven days a week. Bookings vary from the one-off to the long-term. Bookings also range from private birthday parties, faith-based gatherings, and corporate team building days.

However, the hall space is also used for community based services. For instance, once a week we hold a coffee morning for local residents to meet and socialise.

We also host a weekly mental health service, recovery based sessions, and recently we have started facilitating an end of week youth club, which is growing and proving successful.

We have also been fortunate to have other projects in the pipeline to start shortly and into the latter part of 2022 and early 2023.

Meet the Team

DIRECTOR - CHALICE RICHARDSON Throughout the past 15 years, Chalice has had extensive experience working within the community, providing a service which directly supports families with at risk school-aged children and vulnerable adults. He is also a Director and CEO of both a newly formed limited and CIC organisation created to work and empower families and young people who are not only marginalised, but may be susceptible to serious youth violence. Having lived on the Draper estate for over two decades, Chalice has brought a variety of positive influences to the role of charity Director in his short tenure. Chalice is eager to share his existing skills as well as acquire new ones.

OFFICE & FINANCE ADMINISTRATOR – SANDY NEWBORN Sandy has spent most of her life in Southwark and proudly lives in the Kennington area. Sandy is the Secretary of her Tenant & Residents' Association. Professionally, Sandy is a sociology graduate, with 20 years of experience working in health, social care, and community. Sandy has recently qualified as a teacher and has lectured at college on the following subjects: health and social care, sociology, education, and psychology. Sandy is passionate about neighbourhood development and being involved in meaningful, impactful projects that benefit the people of the community.

CHAIR OF TRUSTEES - JULIAN ADAMOLI, Julian was born in Surrey to a British mother and an Italian father. Julian was raised and schooled in Rome, Italy and grew up bilingual. A founding member of the Draper Residents Association, the organisation that gave life to Draper Together, he has held an executive position there ever since and is currently the charity chairman.

He has been working as an archive producer in television production since the early '90s and has been involved in the **Draper Film and Music Academy**.

KAT MUSZASTY has been a happy resident from the Draper estate since 2009. Kat shares her expertise in crafts, tailoring and textile restoration by regularly holding projects from craft groups to computer classes and feels passionate about building a strong community. In 2019 she became more involved in taking on more responsibilities and projects at Draper Hall, collaborating collectively with other community groups as well as taking a position of teaching children costumes making on previous Draper Film Music Academy courses.

JAYNE SWIFT grew up, and went to school in Brixton. Jane has worked as a sales manager in retail for over 20 years and is now semi-retired. Jane lives on the Draper estate with her husband and has done so for many years. Jane takes a keen interest in the community and therefore she started her journey with Draper Together by tending to the garden at Draper Hall and being on the board of trustees. Jane greatly enjoys volunteering and feels rewarded by undertaking community service.

BRIAN O'NEILL, Born to Irish parents Brian spent his childhood on RAF bases moving every few years. He took a degree in law at Cardiff University and then moved to London where he first spent twenty years working in the music business. Brian moved on to work for twenty years for Southwark Council, specialising in tenant management and community engagement. Now retired, Brian volunteers at the Copleston Centre and advises musicians. Brian was one of the Southwark's Council officers present when Draper Together was officially certified in 2017 and enjoys collaborating with the local community.

Financial Information

In 2020 Draper Together had an annual income of £92,627, and the charity's last recorded total expenditure was £50,792.

Our annual report and accounts are available at Charity Commission
Charity No: 1173496

Becoming a Trustee

We are at an exciting period in the development of our charity. We have successfully attained grants, such as a lucrative fund from the Art's Council. We are seeking new trustees to support the charity with funding applications and modernising the charity's governing documents for an **initial three-year term**.

Future Plans

During the past few years, the charity has made many positive changes, and development to our services. In addition, operational improvements achieved include adding an administration and finance officer, documenting formal policies, introducing technology platforms to manage and report upon our charitable activities.

We anticipate there to be more changes in the next few years.

The incoming trustees we are seeking will have the following approach and skills:

- Work in accordance with the charity's values, vision, and mission
- Ideally from the local area and from a diverse or/ & BAME group
- Have leadership and diplomatic interpersonal skills
- Ability to foster and motivate within a collaborative team environment

- Wider involvement with voluntary, not-for-profit and charity sector organisations.
- Aid the charity's stability throughout/post the C-19 pandemic
- Have specialised skills and a familiarity with fiscal management
- Developing/enhancing our capacity as fundraisers
- Expansion of the charity's services
- Prior experience of trusteeship would be ideal, but not essential. An understanding of the responsibilities and duties of trusteeship is needed, however.

Time Commitment

The time commitment varies and is flexible, but includes planning and preparing for meetings, attending meetings, events, and undertaking training when needed.

Meetings will take place at a time to be agreed by the Board of Trustees, usually four times a year, which are normally 2 hours long.

Meetings are held face to face at Draper Hall. However, trustees are welcome to join online if this is preferable.

Therefore, there must be a willingness to commit time to carry out the required responsibilities.

Expenses

The trustee role is voluntary, but expenses will be paid, for example cost of travel to meetings and refreshments whilst undertaking charity business. This will be in line with our volunteer expenses policy.

Trustee roles and responsibilities

1. Develop strategy:

The trustee board is responsible for establishing the essential purpose and mission of the charity. They are also responsible for guarding its vision and values. Together, the board and director will develop a long-term strategy. Meeting agendas reflect the key points of the strategy to keep the charity on track.

2. Establish and monitor policies:

The trustee board creates policies to govern charity activity. These include:

- Guidance for staff and volunteers
- Systems for reporting and monitoring
- An ethical framework for everyone connected with the charity
- Conduct of trustees and board business

3. Set up employment procedures:

The trustee board creates comprehensive, fair and legal employment policies. These protect the charity and those who work for it. They include:

- Recruitment
- Support
- Appraisal
- Remuneration
- Discipline

4. Ensure compliance with charity policies and procedures:

The board to hold staff and volunteers to account and ensure the charity's activities must comply with its charitable objectives.

5. Ensure accountability:

The board should ensure that the organisation is accountable as required by law to:

- The Charity Commission
- Her Majesty's Revenue and Customs (HMRC)
- The Registrar of Companies (as Draper Together is a company limited by guarantee). The board also needs to make certain that the organisation is accountable to donors, beneficiaries, staff, volunteers, and the general public. This means publishing annual reports and accounts and communicating effectively.

6. Ensure compliance with the law:

The board is responsible for making sure that all the charity's activities are legal.

7. Maintain proper fiscal oversight:

The board is responsible for effectively managing the organisation's resources so it can meet its charitable objects. It must:

- Secures sufficient resources to fulfil the mission
- Monitors spending
- Approve the annual financial statement and budget
- Provides insurance to protect the organisation from liability

- Seeks to minimise risk
- Scrutinise fundraising
- Ensures legal compliance

8. Select, manage, and support the charity director:

The board creates policy covering the employment of the director. It selects and supports the director and reviews their performance.

9. Respect the role of staff:

The board recognises and respects the domain of staff responsibility. At the same time, it creates policy to guide staff activities and safeguard the interests of the charity.

10. Maintain effective board performance:

The board keeps its own house in order. It takes steps to establish:

- Productive meetings
- High standards of trustee conduct
- Effective committees with adequate resources
- Development activities
- Recruitment and induction processes
- Regular performance reviews
- Partnership with consultants where necessary

11. Promote the organisation:

Through one's own behaviour, governance oversight and activities on behalf of the charity should enhance and protect the reputation of the charity.

All Board members are ambassadors of Draper Together CIO.

Application Process

Your application is by CV and cover letter which is to be sent to:

director@drapertogether.org

- Thereafter, an informal discussion will be arranged with the director via telephone or online at a mutually agreeable time prior to interview.
- The director, the office administrator and a trustee will interview short-listed candidates (ideally in person) at a mutually agreeable time.
- The successful candidate will join the next board meeting as an observer, thereafter, the trustees will formally nominate the candidate to be appointed to the Board of Trustees and the candidate will then join the following meeting as a trustee.