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**Hackney Playbus**

**Trustee Enquiry Information Pack**

**Hackney Playbus**

Hackney Playbus believes that all children under five living in East London should have the opportunity to grow, thrive, and reach their potential. Our mission is to provide play, learning, and support to socially excluded families in East London, to encourage children’s early years development, and to strengthen families and communities.

### WE DO THIS BY:

* making play and learning opportunities accessible to children aged 0-4 years old
* providing a welcoming and relaxed setting where families can come together in their local community
* supporting parents and carers to feel confident in their knowledge and skills as a parent or carer
* connecting families to support services
* dedicating time and resources to outreach and community engagement

All our services are delivered in a way that is inclusive, friendly and welcoming. All services are free to attend.

**Board of Trustees**

Hackney Playbus trustees act as advisers and supporters of our charity's services, contribute to the development of the charity and promote the interests of Hackney Playbus. This is a voluntary post.

Our trustees help to come up with our strategic plans and support the staff team in putting those plans into action. Trustees use their individual skills to contribute to specific areas of the charity most relevant to their experience, knowledge and interests.

Trustees work together to ensure that all the responsibilities of the Board of Trustees are carried out. You may be more interested and involved in certain aspects of the charity than others, but together the Board of Trustees ensure the below duties and responsibilities are covered.

**Main duties and responsibilities:**

* Ensure that the organisation pursues its aims and objectives and uses its resources exclusively to those ends.
* Ensure that Hackney Playbus complies with its governing document, charity law, company law and any other relevant legislation.
* Be active in giving strategic direction to the organisation.
* Ensure the financial stability and effective administration of the organisation.
* Appoint the chief executive officer (CEO) and monitor their performance.
* Act with integrity and avoid any personal conflicts of interest or misuse of charity funds.
* Represent the Hackney Playbus to external agencies as appropriate.
* Ensure the charity carries out its safeguarding duties.
* Accept overall responsibility for the affairs of the charity.

**Other Duties:**

In addition to the above duties and responsibilities, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

**Is this role for you?**

We value the positive impact of difference within our organisation and want our team to reflect the diverse cultures, ethnicities, languages and experiences of the families who participate in our activities. We particularly encourage applications from people from black and ethnic minority backgrounds, those who speak a language spoken by local communities in Hackney, and those with lived experience of bringing up children in challenging circumstances, including but not restricted to:homelessness, poverty, mental or physical ill health.

You do not have to have prior experience of being a trustee as we will provide support, information and a friendly induction process.

**We are seeking applicants who have:**

* A genuine interest in the provision of a welcoming and inclusive community-based service for families with children under five.
* A genuine interest in involving families in the design of our services so that they are accessible and appropriate to their needs.
* A commitment to equity, inclusion and social justice.
* A commitment to safeguarding and promoting the welfare of children.
* A willingness to be an active team member, taking part in quarterly trustee meetings and playing a role in working groups as and when appropriate to support staff and specific work streams.
* An ability to share ideas and insights according to your background and skills.
* An ability to read meeting minutes and reports and to provide feedback.
* We particularly welcome expertise in any of the following areas: HR, financial management, monitoring and evaluation, IT, media and communications.

**What’s in it for you?**

As a Hackney Playbus trustee you will join a friendly, innovative team of existing Trustees who have a real commitment to our charity and our services. You will have the opportunity to gain experience and to be part of the decision-making process. You will be provided with training opportunities where appropriate. You will find out more about how a small charity functions, its challenges and its advantages and how services are delivered to meet local needs.

You will enjoy knowing that the time you give and the skills you share truly help to make a difference for families who are bringing up children in challenging circumstances.

**Support Provided**

We always endeavour to provide support so that everyone involved with Hackney Playbus has the opportunity to realise their potential.

During the induction period trustees will be provided with support from an existing trustee member and the Director. All trustees will continue to work closely with the Hackney Playbus Director and with appropriate members of the staff team going forward.

Volunteer expenses are available including support with childcare costs to enable trustees to attend meetings and other trustee-related activities.

Hackney Playbus has a code of conduct policy and a carefully structured grievance procedure should difficulties arise.

**Location**

Trustee meetings are currently held quarterly four times a year via Zoom, in addition to an AGM in April in a location in Hackney. Support to participate in Zoom meetings including help with data or devices can be arranged if necessary.

Trustees are required to visit our services during their induction and are encouraged to take an ongoing active interest in our services. For this reason we particularly welcome applicants from Hackney and surrounding boroughs.

**Covid-safe Environment**

Currently all trustee meetings are on Zoom. This may change but only as a result of consultation with trustees and staff coordinators.

**Inclusive Volunteering**

We welcome everyone 18 and over and as outlined above, particularly those from black and minority ethnic groups reflecting the communities we work with in Hackney and surrounding boroughs. We also welcome applicants with lived experience of raising young children under challenging circumstances, including but not restricted to: homelessness, poverty, mental or physical ill health.