



## TRUSTEE

### Yiewsley & West Drayton Community Centre (Community Incorporated Organisation)

The Yiewsley & West Drayton Community Association is a self-funding, Charitable Incorporated Organisation, and Registered charity. The Community Centre was set up in 1946 by Oscar Frey, owner of the Anglo-Swiss Screw Company, from a room in his factory in Yiewsley and has remained at the heart of the local community for over 50 years.

Managed by an elected Board of 6 Trustees, all of whom are volunteers. There is one full time manager and two part time administrators a fulltime caretaker and two cleaners.

The Centre has just undergone a £2million refurbishment. This has included the installation of solar panels and electric car charging points thereby increasing the premises energy efficiency. We have also ensured that the facilities are accessible to all by providing platform lifts and disabled ramp access with parking.

The Community Centre contains, two well equipped function rooms, one with raised stage, lighting and sound, both with kitchens and toilets and their own separate entrances, two meeting rooms, a self-contained Nursery and a lounge bar with a member's club. We offer the community a regular, full and varied activities programme.

We are looking for proactive Trustees to join our board who are passionate about community and can bring their own expertise to expand the work of this busy thriving community facility. We are especially looking for trustees with a background or working knowledge of managing buildings/health and safety, marketing/sales or social media and IT.

**The key responsibilities of a Trustee are broadly as follows:**

- To ensure that the CIO operates and conforms to government regulations governing its operations as a self-funding charity.
- To agree a strategy for the longer-term direction of Yiewsley & West Drayton Community Association (THEYWD) and an annual plan with key performance indicators to meet more short-term objectives.
- To oversee the raising of funds from grants and donations and commercial activity with THEYWD; and agree budgets to fund operations to meet the CIO's objectives.

- To monitor the performance of the organisation against the agreed indicators and decide on remedial action, if necessary, where targets are not met.
- To ensure that policies and guidelines are in place to cover the employment, performance management, grievance and dismissal of staff and volunteers; health and safety of all individuals working on behalf of the CIO and users; whistle blowing and financial and other delegations to individuals holding key positions within the organisation.
- To agree a policy on the organisation's appetite for risk and maintain a scored risk register with reasonable mitigation against the realisation of recognised threats.
- To operate in a collegiate and supportive manner to fellow Trustees and others working in support of the organisation.

**Commitment required:**

- Approximately 2 days per month, these can be flexible.
- Able to attend daytime or evening meetings.
- Start date as soon as possible.

You will report to the Chair of Trustees.

**Benefits for you:**

- Working alongside the Community Centre staff to really engage with the local community in a newly refurbished Community centre.
- Working with all age groups.
- Helping to organise fundraising events.
- Developing relationships with local businesses.

**In practical terms you will need to:**

- Attend Trustee meetings at around six weekly intervals.
- Serve on/or chair Board Committees.
- Attend other ad hoc meetings and public engagement events.
- Keep up to date with developments in **THEYWD** and familiarise yourself with the work of the CIO.
- Engage with CIO's stakeholders and the range of Centre users.

**Skills required:**

- Working knowledge of Office 365.
- Useful knowledge of social media platforms.

**Attributes required:**

- Excellent communication skills.
- Dependable and organised.
- Enjoy working as part of a team.

**Training and support given:**

- You will be supported by the Community Centre Manager and her team to gain insight into what the Community Association offers.

**To apply for this role please:**

If you are interested in applying for this role please contact:

H4ALL Volunteer Development Team

Email **[VolunteerHub@H4All.org.uk](mailto:VolunteerHub@H4All.org.uk)**

Telephone 07395-282-825

Key House, 106 High Street, Yiewsley, UB7 9BQ

Website [Community Care Services | H4ALL](#)