

Calthorpe Project - Treasurer Recruitment

The Calthorpe Community Garden is seeking a Treasurer with the financial skills and acumen to help us secure a sustainable future so we can continue to provide great services for those who work and live in Camden.

The Treasurer role is vital in helping us develop our future business and secure long term funding from the local authority, and public and private sectors. Working with the other Trustees you will help us develop and implement our strategic aims. Our income generation has become more challenging over the past few year and we will need to explore new partnerships and new ways of delivering services. Whilst we hope to see our services expand we may need to consolidate or even merge.

You will be a qualified accountant, ideally with some experience in the charity sector. You will bring innovative ideas, enthusiasm for our values, and excellent judgment to help us deliver quality services to many of Camden's most vulnerable residents.

You will have a key role on the Board of Trustees and be an important member of the Finance and Governance Committee, supporting the Director and Co-Chairs with financial decisions and their implications. Together with the other members of the Board you will be responsible for the governance, strategic direction and sustainability of the organisation.

About Calthorpe

The Calthorpe inner city community garden and centre exists to improve the physical and emotional well-being of those who live, work or study in Camden and surrounding areas.

Core Organisational Objectives

We achieve our mission through three core objectives and all our activities and services are designed to support these goals.

1. **Managing sustainable green space and community facilities** – providing a better local environment for all
2. **Developing people and their skills** – delivering services that improve the life chances of residents
3. **Creating better social conditions** – provide opportunities for people to meet and take care of each other and the environment

Core Services

- A horticultural volunteering and training programme for people with learning disabilities and mental health issues.
- Sustainable food growing incorporating a closed loop food cycle, vegetarian cafe and waste recycling facility.
- Supervised activities for children aged 0-14 and their families.
- Sports development including coaching and training for young people.
- Community classes and activities with partner organisations the Mary Ward Centre and Explorer Scouts.

People from all cultural and diverse backgrounds participate and enrich our activities. Our volunteer and training programme helps people learn new skills, provides opportunity for social interaction and outdoor exercise. Environmental and food growing sessions encourage and develop awareness of organic methods and composting. Bangladeshi women, older people and families have their own mini allotments encouraging community integration. Our 5-a-side futsal pitch provides programmes to improve health and well-being for young people as well as generating vital revenue. We provide respite from over crowded housing in our Early Years drop in and weekend play provision for children.

Our History

During the 1960's the land that houses the Calthorpe was purchased by the Lyon Group who had planning permission for a 70,000 square foot office development. They went bankrupt just after they had put the office foundations on site, so Camden acquired the land. In 1980 they prepared to sell the land for offices, based on the previous outdated planning permission.

Local residents were concerned about the impact on their lives of such a large development and there followed a local campaign. The community's efforts were rewarded and in June 1983 Camden allocated money to develop the site for gardens, play space and under-fives activities for the residents of Kings Cross. In 1984 the Calthorpe became a charity and a company limited by guarantee.

Treasurer Role

We are looking for a Treasurer to support the work of Calthorpe and ensure the financial management and strategies support our work and help us achieve our aims and objectives. As Treasurer you will directly assist the Director in charge and Trustees to ensure Calthorpe is financially viable, run in a prudent and effective way, making the best use of limited resources.

The overall purpose of the role is to maintain an overview of the organisations financial position, ensure the financial viability and ensure that proper financial records and procedures are maintained. But we are also looking for someone to actively contribute to the Board's role in giving firm strategic financial direction to Calthorpe.

Main Duties

Be an important member of the Finance and Governance Committee to oversee and scrutinise each quarter and reporting back to the Board of Trustees.

Monitor the effectiveness of the charity's systems of internal controls, risk, governance and reporting.

Guide and advise the Board in the approval of budgets, accounts and financial statements, within the relevant financial policy framework.

Keep the Board of Trustees informed about its financial duties and responsibilities.

Advise on the financial implications of the strategic plan and the key assumptions in the operational plan and annual budget.

Ensure all Board members have a clear understanding of the accounts presented at meetings and the implications that they reveal.

Understand the accounting procedures and ensuring key internal controls are in place to be able to assure the Board that the charity's financial integrity is sound.

Monitor the organisation's income and expenditure position, and presenting reports to the Board of Trustees at least quarterly.

Ensure the organisation has an appropriate reserves policy, proper financial procedures and financial controls and income generating strategies.

Ensure annual accounts are submitted to the Charity Commission and Registrar of Companies within the required deadlines.

We welcome applications from Camden or any London borough irrespective of ethnicity, race, nationality, disability, age, religion or belief, gender and sexual orientation. This role is voluntary and unpaid but reasonable expenses will be reimbursed.

Time Commitment

We need a Treasurer with the capacity to make an active contribution to the organisation. You will need to make time available in the first three months to undertake a full induction to gain an understanding of the full range of services provided by Calthorpe, the challenges faced by our users and how the service is resourced and managed. The Treasurer is expected to attend all Board meetings (four a year) and the Finance and Governance Committee which will meet each quarter. We expect all Trustees to attend a small number of daytime and evening conferences and/or meetings including events hosted by Calthorpe.

Application Process and Timetable

If you have the required skills and enthusiasm we would love to hear from you. To apply please send a letter of application (no more than two sides of A4) showing how you meet the brief, in particular the skills and experience sought. Please send this with your CV to louise@calthorpeproject.org.uk. Please list any Directorships or Trusteeships that you hold.

The closing date for applications is 31 July 2018.