



Trustee recruitment pack September 2024

Petworth Community Garden trustee recruitment pack

Thank you for your interest in becoming a trustee of Petworth Community Garden. We are looking for 5 new trustees.

We're especially looking for people from Petworth who share our purpose and values, who are committed to community and people, the environment and sustainable living and who are creative, enterprising and passionate.

There is significant change on the horizon. We are going through the process of changing from a CIC (Community business structure) to a CIO (Charity structure) which we believe better represents what the organisation is and will support our financial goals.

This is a voluntary post that is a three-year (renewable) role, with a maximum term of nine years.

This pack gives the following information

- ✓ About Petworth Community Garden
- ✓ About the trustee roles – what it is, who we're looking for, what time do you need to give and a check to see if you're eligible
- ✓ How to apply

About Petworth Community Garden

Petworth Community Garden CIC is a Community Interest Company No. 8824761, providing social and therapeutic community gardening opportunities in West Sussex. The garden was created for the community, by the community in 2005. The core of our activities are delivered from our thriving permaculture designed, wildlife, organic community garden in the rural town of Petworth. We seek to support the wellbeing of low-income locals of all ages and abilities in our accessible, friendly and inclusive groups.

We do this by:

- Increasing accessibility of fresh free organic food to those at risk of or experiencing food poverty
- Creating an accessible, inclusive environment to support those who are socially excluded due to ill health, disability, poverty or rural isolation.
- Providing therapeutic horticulture community gardening activities
- Providing opportunities to form friendships and social support networks
- Free access to horticulture, permaculture and wildlife training
- Providing 'Plot to Plate' cookery sessions
- Providing supported and accessible Men's Shed activities, where retired or isolated locals can create rural crafts together in our activity shed.
- Offering children's wildlife and gardening activity sessions
- Raising awareness of the benefits of therapeutic sustainable gardening
- Offering 'Stepping Stone to Work' opportunities for locals and young people.

Grown by the Community for the Community:

The garden was created for the community, by the community in 2005, and has been developed over the years according to community needs. It has grown to become a social and therapeutic accessible garden for all. We have also provided a range of outreach activities and services in and around West Sussex.

Needs we respond to:

- The need to increase access to fresh free sustainable food to people at risk of or experiencing food poverty
- People in our community experiencing isolation, due to ill health, disability, poverty and rural living.
- A lack of mixed ability local community support services
- The need to provide an accessible wildlife garden environment for children (and parents) to explore, learn and play in.

- Need for 'Stepping Stone to work' training and volunteering opportunities for parents, adults with learning disabilities or mental health support needs, young people and unemployed locals.

Our Objects:

- To enhance health and wellbeing in nature
- Enable locals on low incomes to grow and access free fresh food
- Care for environment
- Accessible to all
- Provide support for mental and physical health through social and therapeutic horticulture and rural craft
- Increase, skills, confidence and reduce social isolation
- Respond to community need

Our Aims and Values:

- **Promoting Healthy Life Styles:** We are passionate about reaching out to those at risk of or experiencing food poverty. We provide fresh organic produce that they may not otherwise be able to afford or access. We aim to increase people's health and wellbeing by providing activities that benefit social, physical, mental, emotional/spiritual aspects of life.
- **Care for The Environment:** We follow permaculture principles and practices, designing robust and sustainable systems using local and recycled resources, composting and harvesting water, encouraging and caring for wildlife, growing fruit, flowers and vegetables organically, working in harmony with nature. We teach about wildlife, organic gardening, permaculture, low carbon living and respect for our environment.
- **Celebrating Peoples Abilities:** Here at PCG we celebrate all abilities, supporting individual's additional needs. We are open to all and have created wheelchair accessible gardens and activities that aim to work with everyone's needs and abilities.
- **Representing The Community:** We aim to be accessible to all, we welcome children, young people, adults with learning difficulties, people with mental or physical health challenges, families and the elderly, and recognise the many benefits working together in a mixed group can bring, by dropping labels, reducing isolation and creating community cohesion.
- **A Place of Play and Learning:** The garden offers a nurturing learning environment, ensuring there are learning opportunities for all age and abilities. The garden offers a fun safe space for children to play and explore.
- **Offering Volunteering and Training Placements.** There are many opportunities for volunteering with our groups, we offer supported experiences and training opportunities to build confidence as a stepping stone to further opportunities and work placements.

Our work:

- **Offering Local Weekly Social Opportunities:** breaking isolation, offering friendship and social support network opportunities. Leading to increased community cohesion.
- **Supported Learning, Volunteering and Stepping Stones to Work:** increasing skills, progression to other volunteering, further education and employment leading to increased life opportunities.
- **Access to Free Organic Fresh Food:** Supporting those who are at risk of food poverty or experiencing food poverty with weekly access to free fresh produce. Helping them to maintain a good level of health with limited means providing them with the skills to be able to grow their own food at home. Delivering into the community to those who are unable to access our groups.
- **Accessible Integrated Therapeutic Activities:** Providing a safe accessible sensory and therapeutic environment, catering for mixed abilities, providing one-to-one support when needed.
- **Children's gardening and wildlife activities:** providing a fun and exciting way for children and young people to learn about sustainable gardening and the natural world from a young age.

We manage the organisation and the garden following permaculture ethics – Earth care, People care, Fair shares – and we work with permaculture principles taken from observation of nature and natural systems (for more information visit www.permaculture.org.uk).

We are committed to sustainable, organic, low carbon gardening. We use 'no dig' techniques, preserving and nurturing the soil, creating a balanced and bountiful carbon sink. We work with nature in the garden, providing ponds and habitat for beneficial insects and other creatures who act as natural pest controls, creating a diverse and healthy ecosystem. We catch water and create compost and natural plant food; we capture sunlight on our activity shed roof for electricity and have a wonderful wheelchair accessible compost toilet.

People care is at the heart of what we do, offering a non-judgemental space and integrated groups where people from all walks of life can come together and share the tasks and the harvest, 'labels' being dropped and all members respected as equally valuable.

Fair shares can mean only taking our fair share of the earth's resources, upcycling, recycling and reusing where we can, and being mindful of the embodied costs of any goods and how far they have travelled, committed to thinking globally and acting locally.

We believe that everyone has a right to healthy fresh food and wellbeing, and we work to mitigate barriers and support any additional needs to be fully accessible to all.

Our people:

We have a dedicated team made up of part time paid staff and incredible volunteers committed to our organisational purpose. This currently includes:

- Our volunteers – over 10 volunteers regularly at the garden and on our market stall
- Our staff:
 - Kate Green:** organisation manager (Mondays) and STH practitioner/project coordinator (Tuesdays and Thursdays)
 - Richard Green:** Men's Shed coordinator (Wednesdays) and maintenance coordinator (Tuesdays)
 - Rachel Ledbury:** Children's worker and support worker (Tuesdays and Thursdays)
 - Michelle Ball:** One to One support worker (Tuesdays and Thursdays)
 - Zara Miles:** Plot to Plate cook and community outreach deliveries (Tuesdays and Thursdays)
 - Angelina Masters:** Volunteer coordinator, HR and Administrator (Tuesdays)
 - Eleanor Gloster:** Part time fundraiser (5 hours Remote working)
 - Alyson Hunt:** part time Bookkeeper (6 hours Mondays)
- **Our current Directors** – Kate Green (Chair), Richard Green, David Burden, Myrna Eccles, Jenny Fleming, Harvey Silverman.

Our organigram (see appendix 1.) shows job roles and line management

Our Current Projects:

- **Learn and Grow:** (Tuesdays) accessible gardening and healthy fresh food for all.
- **Men's Shed:** (Wednesdays) accessible rural crafts to sell at local markets.
- **Thriving Thursdays:** Therapeutic Horticulture for people needing a quieter group.
- **Jammy Dodgers:** (Tuesdays and Thursdays) Jam and chutneys made from the harvest and sold at local markets.
- **Plot to Plate:** (Tuesdays and Thursdays) cooking healthy meals from the harvest
- **Stepping Stones to Work:** (Tuesday, Wednesday and Thursdays) supported volunteering and skill development
- **Community Outreach:** (Tuesdays and Thursdays) Harvest bags and fresh bread delivered into the community to families signposted to us from the Food Bank.

About the trustee roles

We are looking for 5 Trustees to help launch and support our new charity structure. We are looking for people who can join our current team – including staff and volunteers – and can continue to work collaboratively to achieve our mission.

Your role as a trustee will be to provide strategic direction, guide the development of Petworth Community Garden, make sure Petworth Community Garden complies with its statutory duties and uses its assets and resources well. You must also act solely in the best interests of Petworth Community Garden.

You will be joining at a particularly exciting time because:

- After starting in 2005 as a small group of local low-income volunteers, we have grown and developed over the years responding to community need, and now for our 20th year we are becoming a charity.
- We have been held up as the 'Gold Standard' of community gardens by Chichester District Council and are regularly asked to support other groups become community gardens or Men's Sheds. We have a wealth of hard-won experience, and on top of our vital and successful projects, we are now developing a healthy organisational core structure to help sustain us into the next 20 years.
- We are reviewing our Equality, Diversity and Inclusion strategies to ensure we are inclusively meeting the needs of people in our community.

Duties of a trustee

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The roles of the trustee are to receive resources from donors, safeguard them and apply them to the charitable purposes of Petworth Community Garden. The trustees must always act in the best interests of Petworth Community Garden, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustees must act as a group and not as individuals. We are currently registering with the Charity Commission, and Petworth Community Garden is a company limited by guarantee. Petworth Community Gardens' present Directors are registered with Companies House.

The statutory duties of a trustee are to:

1. make sure Petworth Community Garden complies with our governing document (articles of association), statutory duties, charity law, company law and any other relevant legislation or regulations
2. make sure Petworth Community Garden follows our objects as defined in our governing document and listed above
3. make sure Petworth Community Garden uses our resources only for our objects. For example, we must not spend money on activities that are not included in our objects, however worthwhile they may be
4. protect and manage our assets (staff, volunteers, property and financial reserves) and make sure we invest our funds properly
5. take an active part in the trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and priorities, and measuring achievements against our priorities
6. safeguard the good name and values of Petworth Community Garden
7. make sure Petworth Community Garden is financially stable
8. make sure the effective and efficient administration of the organisation is delegated to the organisation's staff and volunteers

In addition to these statutory duties, each trustee should use their specific skills, knowledge or experience to help the trustees reach sound decisions. This may include leading or contributing to discussions, focusing on key issues, providing advice and guidance on new initiatives or offering advice on other areas in which the trustee has particular expertise. We also ask each trustee to work to make sure the needs of our beneficiaries are met being sensitive to age, sex, race, disability, background, class and poverty, and to challenge direct and indirect discrimination.

Honorary Officers to be elected from the board include Chair, Vice Chair, Company Secretary and Treasurer.

Who are we looking for?

As a trustee, we ask you to have the following skills, knowledge, experience and abilities

1. a passion for, and a commitment to, our purpose and values
2. be able to think strategically and creatively to enhance our development
3. have independent judgement combined with the ability to challenge appropriately
4. to read and analyse documents and be able to provide constructive feedback
5. be able to work effectively as a member of a team to take good decisions for the good of Petworth Community Garden including speaking openly on controversial subjects to enhance discussion and to enable the views of others to be explored

6. good interpersonal skills including oral and written communication
7. a good understanding of, and be committed to, equality and diversity
8. must demonstrate the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
9. be positive, enthusiastic, collaborative and willing to do things differently
10. a good understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee

Our trustees collectively need skills, knowledge and experience in the following areas.

- ✓ financial management, income generation and enterprise
- ✓ human resource management
- ✓ volunteering leadership and management
- ✓ evaluation and impact reporting
- ✓ permaculture ethics and principles
- ✓ sustainability and climate change
- ✓ leadership including strategic leadership and direction
- ✓ equality and diversity
- ✓ experience and/or understanding of our beneficiary groups including people living in a deprived area, older people, refugees and asylum seekers, people with dementia, people with mental ill-health

All trustees should either have, or be willing to develop, basic skills in financial management. Trustees should know how to

- ✓ read budgets and accounts recognise whether the annual accounts properly summarise their organisation's activities and state of affairs
- ✓ interpret basic financial reports and advise on the action to take in response to them
- ✓ give direction to professional advisers who are entrusted with property and financial reserves
- ✓ monitor fundraising activities

How much time will you need to give?

We think you will need to give around 20-30 hours a year to your trustee role with Petworth Community Garden. The usual term of office is three years, which can be renewed.

Our trustee meetings will be around two hours every quarter plus your reading, thinking and preparing time for meetings. Our directors currently meet the first Tuesday of the month at 9am but going forward into a charity there will be a review of meeting days and time to meet new trustees' needs. We'll expect you to come to our AGM in October and at least one planning day each year along with training twice a year.

You'll also have an opportunity to get more involved in our work if you'd like to and have the time. We invite trustees to take part in sub-committees, task and finish groups to work on specific issues and to link to one of our work areas to gain experience of our work and support staff. We also encourage trustees to come along to our open day each year to help out, get to know our staff and volunteers better, and meet our beneficiaries.

Are you eligible?

You must be 16 or older to be a trustee of a charitable company. However, certain people are legally disqualified from continuing to be, or from becoming, a trustee. People who are disqualified are those who can tick any one of the following boxes

- have been convicted at any time of any offence involving deception or dishonesty, unless the conviction is legally regarded as spent
- are undischarged bankrupts
- have entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register
- have at any time been removed by the Commissioners or by the court in England, Wales (or by the Court of Sessions in Scotland) from being a trustee because of misconduct
- are disqualified from being company directors are subject to an order made under s 429(2) (b) of the Insolvency Act 1986

What we will give you

This is a voluntary role and trustees are not paid. We will pay reasonable out of pocket expenses, following our expenses policy, incurred as part of your trustee role.

We want the role to be a satisfying one for you. Our aim is for trustees to see the change that their decisions make to safeguard the garden and improve the lives of the people who use the garden and the local community, and this is the main reward. You'll also get experience of being a trustee, learning new skills and developing existing ones including strategic thinking and leadership. We are a learning organisation and provide induction, and training to develop our skills, and take time to reflect on our performance as individual trustees and as a group. A willingness to improve and share is vital to this role.

Trustee training will be given at the beginning of this role and at regular intervals to update annually.

How to apply

If you'd like to step on board, please write to Kate Green, Petworth Community Garden Project Coordinator, at kate@petworthcommunitygarden.co.uk outlining your skills, experience and knowledge, why you are suitable for the role and why you'd like to be a trustee of Petworth Community Garden. You can also send your CV or link to your LinkedIn profile, if you have one. You'll find it helpful to read this trustee information pack and to look at our website www.growingforall.org.uk and/or Facebook [@petworthcommunitygarden](https://www.facebook.com/petworthcommunitygarden).

If you'd like to find out more first, we're happy to have a chat with you, show you around the garden, and answer your questions, just email kate@petworthcommunitygarden.co.uk and we'll arrange to meet up. We have an open day on October 1st from 11am-1pm which you are welcome to come along to and see the gardens.

Our trustee recruitment process.

We plan to meet prospective trustees to find out more about you, to give you a tour of the garden and for you to find out more about us. There will be an opportunity to come along to a directors meeting if it will help you decide. Once we've carried out a small number of checks and you've signed a trustee declaration form, we will make appointments immediately or at a future date to suit you. We will keep the trustee position open until we have found our 5 new trustees so there is no closing date. However, ideally we would like to launch the new team of Trustees at the start of our Charity year in January 2025.

Appendix 1:

