

Pecan Recruitment Pack



Brief History

Pecan was established in 1989 as a response by the local churches to some of the social and emotional issues facing people in Peckham. Since then, the charity has provided practical and emotional support to people challenged with barriers such as unemployment, a criminal record, hunger, disability and even a lack of confidence in seeing an end to the difficult situations they face. Our heart continues to be in Peckham with an outreach across the borough of Southwark and other communities in our great capital city.

Pecan is a registered charity and a Company Limited by Guarantee, for more information on [our history](#), please visit our website.

Our Ethos

As an inclusive Christ centred organisation, Pecan seeks to treat all people with dignity, openness and respect, demonstrating Jesus' grace and love in action. At the core of our [Mission, Vision and Values](#) is Kindness, Belief and Hope:

- Embracing diversity and loving every person for who they are
- Honestly building every person's confidence in their own unique capability
- Believing in the potential of each and every member of our diverse community
- Persevering alongside people through every challenge
- Starting, living, and ending every diverse and unique encounter in hope

Our Services

We currently have 37 members of staff that work across our different teams and projects:

- **[Employment Support](#)**; We deliver contracted programmes that support up to 1,000 people in their journey to employment. The team runs various in-house trainings and workshops and work with external partners to deliver qualifications such as SIA and First Aid.
- **[Together](#)**; This Pecan project brings together a range of activities and services previously delivered by Pecan's **[HOurBank](#)** project, into a new Community Hub that aims to create a one-stop-shop for our community. You will find a warm place to sit, café sessions, coffee mornings, arts and crafts, advice, support, health and wellbeing activities, workshops, and information. You will also find a variety of community and social activities, as well as signposting and information about what is happening in the borough.
- **[Women's Services](#)**; The Southwark and Lewisham Women's Hubs offer safe, welcoming, one-stop-shop support for those affected by the criminal justice system, and for local women seeking support, information, and community. The service provides gender-specific and trauma-informed support, helping to equip women with the tools and resources they need in a relaxed and welcoming space. The service offers one-to-one advocacy support, group activities and training workshops.
- **[Peckham Pantry](#)**; This is a social supermarket which was piloted in 2019 one day a week and expanded to 6 days a week in 2020, during the pandemic. Members of the pantry pay £4.50 per visit which enables them to shop for around £15 worth of food including fresh meat, fruit and veg and store cupboard favourites. It is expected that the Pantry will reduce childhood obesity in Southwark through increased access to affordable healthy food.
- **[Foodbank](#)**; This project operates 5 days a week across Southwark to provide food in times of financial crisis. The core aim to help people to manage their way out of their situation through creating a friendly, welcoming place that offers free advice and signposting to other relevant support services. Working with the community, we help our service users tackle long-term issues, as well as the immediate crisis that led them to us. The project works within the local community to receive donations of time, food and finance from the general public, churches, mosques, schools and businesses without whom we could not serve the community.
- We also host **[Southwark Food Action Alliance](#)** a partnership aimed at building a more affordable, healthy and sustainable food system for everyone in Southwark.
- Central Services; We cover various areas that factor into the operations of the organisation. These areas include Finance, Fundraising, Governance, Human Resources, Marketing, Office Coordination and Wellbeing.

We are governed by our **[board of trustees](#)** consisting of 10-12 members, and we also have around 100 volunteers who support our projects over the year.

Please visit our **[website](#)** for more details on our **[team members](#)** and services.

ROLE DESCRIPTION

Chair of Trustees

Remuneration:	The role of Chair is not accompanied by any financial remuneration, although reasonable expenses may be claimed (eg. for travel and subsistence).
Location:	PECAN is based in Peckham, south-east London (121a Peckham High Street, London SE15 5SE). Although many meetings are held remotely, the Chair will need to be able to travel to PECAN for other sessions, including some board meetings.
Time Commitment:	Board or sub-committee meetings are held approximately monthly. Additional chair duties are likely to take up approximately two days per month. Board meetings are normally around two hours long. The Chair is expected to have regular meetings with the Chief Executive Officer and also represent the charity at various events and meetings with key stakeholders, including with staff.
Term of office:	Three years, starting from the date of appointment. This may be renewed for a maximum of two further three-year terms (a total of nine years).
Reporting to:	Board of Trustees

Overview

PECAN is seeking to appoint a new Chair of Trustees. The Chair will work in partnership with the Board of Trustees and the CEO to provide oversight and organisational accountability.

Ideally, they will understand at least one aspect of PECAN's work. It is essential that the Chair can demonstrate empathy towards the vulnerable people with whom PECAN is working. It is also essential that the new Chair has experience of committee work and has previously served as a trustee in at least one organisation. It would be desirable to demonstrate experience of the Chair role and/or be willing to join the Association of Chairs to increase their knowledge that will help with the role.

PECAN typically has a board of 9-12 Trustees whose skills include accountancy, governance, legal, strategic planning, project management, community/trust fundraising and human resources. One of the board officers is the Treasurer, with the incumbent due to step down at the end of their nine years' service at the end of 2024. We will therefore need to appoint a successor, encouraged by the willingness of the current Treasurer to continue their separate volunteering role with PECAN and thus to be on hand to provide continuity. PECAN is committed to diversity and inclusion, including in the membership of its Board.

Trustee meetings are usually held a minimum of six times per year, and in addition the Board currently has several sub-committees, with the chair expected to serve on one. The formal meeting commitment is thus likely to be approximately monthly, with regular catch-ups with the CEO. Some of the formal meetings are in person. The Chair is also responsible for additional communications such as liaising with Trustees between meetings formally and informally. The Chair should be able to devote on average at least two days per month to the charity, in addition to the meetings. All Trustees are expected to attend training and planning workshops as required. The Chair has a key role in ensuring that these are attended as necessary.

Our new Chair must be a Christian. They should also be an experienced trustee/Board member, highly motivated, with excellent leadership skills, and someone who can commit the time to help drive the charity forward to its next stage, leading us in addressing challenges and transforming people's lives. As PECAN celebrates its 35th anniversary its services are needed more than ever. We believe helping our charity move forward will be rewarding for our incoming Chair who will be working with an experienced CEO and a welcoming team of trustees.

Objective

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each Trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the management team and ensure that the Board functions as a unit and works closely to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the CEO.

Key responsibilities

- Provide leadership to the organisation and the Board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes to provide greater public benefit.
- Chair and facilitate board meetings, oversee and ensure proper record-keeping.
- Ensure that decisions taken at meetings are implemented.
- Give direction to board policy-making.
- Ensure that the charity has a clear vision, mission and strategic plan, and that there is a common understanding of these by the management team and the Trustees.
- Develop the Board of Trustees including induction, training, appraisal and succession planning.
- Ensure that the Board can regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Act as an ambassador for the cause and the charity.
- Bring impartiality and objectivity to decision-making.
- Address conflict within the Board and within the organisation and liaise with the CEO to achieve this.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate.
- Lead the process of supporting and appraising the performance of the CEO.
- Sit on appointment and disciplinary panels where required.

With the CEO:

- Plan the annual cycle of board meetings and other general meetings where required, for example annual general meeting.
- Set agendas for board and other general meetings.
- Ensure that the Board receives sufficient and timely information to make informed decisions.

Relationship with the Chief Executive Officer (CEO) and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the CEO ensuring they are held to account for achieving agreed strategic objectives.
- Support the CEO, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the CEO and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the CEO to maintain an overview of the charity's affairs, providing support as necessary.

Note: Where the Chair is expected to 'ensure' that something happens, it is not necessary for the Chair to carry out the task personally, but they are responsible for making it happen.

PERSON SPECIFICATION

PECAN is a Christian charity whose values are kindness, belief and hope. There is a requirement for all Trustees, including the Chair, to sign a statement of belief. The CEO is also required to be a Christian. In addition to the qualities required of a Trustee of the charity, the Chair should have the following qualities:

This specification will form the short-listing criteria.

Knowledge, Skills and Experience	Essential	Desirable	Application	Interview
Leadership skills.	X		X	X
Experience of committee work, including at least one previous Trustee role.	X		X	X
Experience of working with and supporting vulnerable or disadvantaged people		X	X	X
Experience of the voluntary and community sector		X	X	X
Tact and diplomacy	X		X	
Ability to listen and engage effectively	X		X	X
Good communication and interpersonal skills	X		X	X
Impartiality, fairness and the ability to respect confidences.	X		X	X
Ability to foster and promote a collaborative team environment	X		X	X
Personal Qualities	Essential	Desirable	Application	Interview
Commitment to the goals, ethos, values, and vision of Pecan	X		X	X
Belief in the importance of all people of different backgrounds working together and respecting and valuing each other's contributions	X		X	X
Empathy	X		X	X

How to Apply

Pecan is committed to recruiting with care and to safeguarding and promoting the welfare of vulnerable people and expects all staff and volunteers to share this commitment. This post will require a DBS check to be undertaken. Having a criminal record will not necessarily disqualify you from acquiring the post.

To apply, please submit the following to welcome@pecan.org.uk:

1. CV
2. Covering Letter, no more than **2-sides of A4 paper**, expanding on your passion for this area of work and describing how you meet the Role Description/Person Specification, as set out in this pack.

Closing Date: Thursday 11th July 2024, 12pm

Interview Date: Late July

Start Date: ASAP

Selection Process

All applications which meet the application criteria will be reviewed by a panel of existing trustees. Interviews will take place in person at 121a Peckham High Street, London SE15 5SE from late June onwards. The panel is expected to include the CEO and at least two current trustees.

Please note that applications must contain **BOTH the CV and Covering Letter** as described above to be considered. Applications must be submitted to the appropriate platform before the deadline to be considered.

Candidates that have not been contacted by the interview date or within 2 weeks of applying if it is an open recruitment, have not been shortlisted for interviews. A decision on appointment will be made following the interview process.

All recruitment queries should be directed to careers@pecan.org.uk.

To be directly informed about all of our career opportunities, please keep an eye on the [vacancies](#) page of our website, or join our careers [mailing list](#).

We look forward to receiving your application.