



LOVING SOUTHWARK FOR OVER 30 YEARS

TRUSTEE RECRUITMENT PACK



Welcome

121a Peckham High Street
London SE15 5SE
020 7732 0007
www.pecan.org.uk

Thank you for your interest in becoming a Trustee at Pecan.

Pecan is a Christ-centred charity, established in 1989 as a response by local churches to some of the social and emotional issues experienced by people in Peckham. In many cases, people's problems are the result of a lack of income and a loss of hope. For over 30 years we have provided practical and emotional support to people, whether their main problem is unemployment, a criminal record, hunger, disability, or disbelief that their difficult situation can be transformed.

We seek to serve people in a way that empowers them. We enable people to gain training, qualifications and employment; we provide food via our Foodbank and Peckham Pantry projects; we provide support and friendship through our Women's Services and HOurbank projects. We meet people whatever their situation and provide services to help meet their needs.

Most of all, we want everyone who uses Pecan's services to experience Kindness, Belief and Hope.



In the last three years we have seen significant growth in the call on our services. The number of people we help has grown by 40% and our turnover has exceeded £2m for the first time.

We are seeking to recruit up to four new Trustees to strengthen the Board and to make it more representative of Pecan's diverse local constituency. If you have the passion and skills to help Pecan continue to effectively meet the needs of local people, we would very much like to hear from you.

Yours sincerely,



Paul Jones, Chair of Trustees

Our Mission, Vision, Ethos and Values

Our Mission

To “restore futures and see an end to poverty in all its forms”. We aim to achieve this through equipping people in our community both practically and emotionally to believe in their potential; through mobilising and working with the local church; and through working with others to challenge inequality, injustice, and discrimination.

Our Vision

Transforming lives through Kindness, Belief and Hope.

Our Ethos

As a Christ-centred organisation, we seek to treat all people with inclusivity, openness and respect, demonstrating Jesus’ grace and love in action.

Our Values

We offer a breadth of interventions all characterised by our values of **Kindness, Belief** and **Hope**.

Kindness

- Embracing diversity and loving every person for who they are;
- Honestly building every person’s confidence in their own unique capability;

Belief

- Believing in the potential of each and every member of our diverse community;
- Persevering alongside people through every challenge;

Hope

- Starting, living, and ending every diverse and unique encounter in hope.

These values underpin the culture of the charity. People only progress when they feel safe to make mistakes. People must feel supported, not judged. Success should be defined by the richness of the journey, not the destination achieved.



Pecan's Projects

Employment Support

Pecan currently delivers three contracted programmes that support around 1,000 people a year in their journey to employment. The team run various in-house training sessions and workshops and work with external partners to deliver qualifications such as SIA or First Aid.

Family Works supports family members with complex barriers to secure and sustain meaningful employment. Clients are supported one-to-one and in small groups for up to a year to find employment and then in the first six months of their job.

Journey to Work provides a similar service to Family Works for people aged 40 and over. The teams work together to run workshops relevant to their clients, such as IT skills.

The National Careers Service is a generic advice and guidance programme which helps people to work out a career and create a good CV and cover letter.



HOurBank

HOurBank promotes community-building and reduces isolation through skill sharing. HOurBank members (individuals and organisations) can engage in one-to-one or group skill swaps through timebanking and take part in regular activities such as creative writing or gardening. HOurBank also hosts regular community cafés around the borough, including one of our foodbank sessions. Salam FC are also part of the HOurbank.



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 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.



Southwark Foodbank

This project operates five days a week across Southwark to provide food to people experiencing financial difficulties. The core aim is to help people to manage their way out of their situation by creating a friendly, welcoming place that offers free advice and signposting to other support services. We help our service users tackle long-term issues as well as the immediate crisis that led them to us.

The project receives donations of food, help and finance from local supermarkets, schools, businesses, churches, mosques, and the general public, without which we could not operate.



Peckham Pantry

Peckham Pantry, a social supermarket, was piloted in 2019 one day a week and in 2020 expanded to six days a week. Members of the Pantry pay £4.50 per visit which enables them to shop for around £15 worth of food of their own choice including fresh meat, fruit and veg and cupboard favourites.

This helps people to reduce their shopping bills and creates opportunities for members to be more active in their community. It is expected that the Pantry will also help to reduce childhood obesity through increased access to healthy food.



Our Trustees



Paul, Bonike, David, Eleanor, Albert, Alison, Dora, Ish.

Paul Jones - Chair

Paul was led to Pecan by his firm belief in God's power to transform lives through the practical love of his people. He has over 35 years of experience as a Trustee of various organisations and is a fundraising consultant.

Bonike Bracewell - Vice-Chair

Bonike joined Pecan in 2020. She qualified as a Barrister in 2010 and has extensive experience across a broad range of civil, commercial, regulatory and charity law matters. Currently, she is practising law as Legal Counsel for an international development and humanitarian aid organisation, where she also sits as an Anti-Racism and Equity Council Member. Bonike has worked closely with various Boards since 2017. She is passionate about empowering young people and women through education and employability support, and is adding great value to Pecan.

David Porter - Vice-Chair

David is a partner at PA Consulting. He has worked with Accenture and EY. He was previously Chief Operating Officer for MeteoGroup, who supply weather forecasts for the BBC. He is married to Alex, who is Pecan's longest-standing team member. David has been deeply involved in developing our business plan and is excited to be part of Pecan's work transforming lives through kindness, belief and hope.

Eleanor Orr - Treasurer

Eleanor joined Pecan over nine years ago as a volunteer with Southwark Foodbank. Offering to serve as a Trustee seemed the natural next step. Eleanor is a qualified accountant with more years of experience in charity accounting than she cares to admit! We gratefully put her skills to very good use when we invited her to be our Treasurer. Eleanor is a member of All Saints Church, Peckham.

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Albert Berchie

Albert has worked as a management consultant with Business Link and other organisations. Prior to that he spent several years in banking and finance. More recently he has worked as a Senior Advisor of Impact Investment, with SNV, a Netherlands-based international development organisation specialising in water and sanitation, agriculture and export commodities, with operations in Ghana, Zimbabwe, Uganda and other developing countries.

Alison Inglis-Jones

Alison worked in public affairs and public relations prior to her 25-year active involvement in the voluntary sector. She is an experienced trustee previously on Boards including the Challenge (NCS) and the Trussell Trust. She is a Board member of Magic Breakfast, Traidcraft, Ataloss and Brixton & West Norwood Foodbank as well as Uganda-based Capstone. She provides pro bono public affairs advice to a number of charities, social enterprises and social businesses and is committed to understanding and addressing the issues facing those who are most disadvantaged.

Dora Dixon-Fyle MBE

Dora is a former Mayor of Southwark with over twenty years' experience on local government Boards and committees. She is passionate about improving the lives of Southwark citizens, and has worked on projects helping teenagers, adults and those with mental health issues. She has fifteen years' experience as a case worker, so she has a deep knowledge of the challenges faced by many of our neighbours.

Ish Lennox

Ish is an organisational consultant and qualified mental health practitioner. Having volunteered with the Southwark foodbank she was keen to get more involved with the work of Pecan. She lives and worships locally.

Trustee Role Description

Overall Purpose

The Board of Directors, referred to as Trustees, are responsible for the overall governance and strategic direction of the charity, developing Pecan's aims, objectives and goals in accordance with the governing document, legal and regulatory requirements.

Main Responsibilities

Determine the overall direction and development of the charity through good governance and clear strategic planning

Ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continuously striving for best practice in governance

Uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity

Take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care to avoid any personal conflict of interest

Main Duties

Ensure Pecan complies with legislative and regulatory requirements, and acts within the confines of its governing document

Appoint, line manage and annually appraise the CEO

Assist with the appointment of senior staff

Approve the business plan and annual budget

Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance

Maintain sound financial management of the charity's resources, ensuring expenditure is in line with our objectives, and investment activities meet accepted standards and policies

Act in the best interest of the charity, beneficiaries and future beneficiaries at all times

Promote and develop the charity so that it maintains its relevance and grows

Act as a counter-signatory on bank transactions and any applications for funds, if appropriate

Maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustees' responsibilities

Uphold Pecan in prayer

Accountability

The Board is responsible and liable for the governance and functioning of the charity, and is accountable to a variety of stakeholders, including service users, members, funders, the Charity Commission, and Companies House.

About You

Pecan values diversity in its Board and welcomes applications from all members of the Christian community. We are keen to recruit young people, people who have experienced our services and members of the BAME communities.

Personal qualities – essential

- A committed Christian
- Committed to the values and ethos of Pecan
- A collaborative team player
- Efficient and reliable
- Common sense
- Integrity

Personal qualities – desirable

- Knowledge of Pecan
- Knowledge of Peckham
- Member or leader of a local church
- Experience of helping people in need
- A heart to serve
- A strategic thinker

Experience

Experience in at least **one** of these areas:

- The charitable sector
- The commercial sector
- The public services sector (eg the Council)
- Church leadership
- Experience of Pecan as a client, volunteer or staff member

Areas of interest / Skills

We would especially welcome applicants with experience or a strong interest in Human Resources or at least one of these:

Business development	Legal support
Community development	Social justice
Employment support	Women's issues
Foodbanks	Youth development



Requirements

Main responsibilities

Trustees must ensure that the charity fulfils its charter document objectives and satisfy all relevant statutory requirements – mainly, those of the Charity Commission.

Trustees are required to agree to abide by the Trustees' Code of Conduct and to declare their personal business and voluntary interests.

Additional duties

In preparation for Board meetings, Trustees should study Board, sub-committee and other papers and come ready to comment, advise and vote on the practical decisions to be taken.

Trustees are required to act reasonably and prudently in all matters relating to Pecan. Advice may be taken at the charity's expense from solicitors, accountants, architects or other professionals when needed.

Time Commitment

The main Board meetings are held quarterly, currently by Zoom. In addition, Trustees may be asked to be part of a sub-committee, meeting four times a year between main Board meetings. All these meetings are held on weekday evenings.

Trustees are expected to attend each of these meetings or send apologies for their absence to the relevant Chair in advance of the meeting.

There are also some weekday meetings held during working hours: an annual business planning day, an Annual General Meeting, occasional Board awaydays, and a Christmas lunch for staff, volunteers and Trustees. It is hoped that Trustees will attend at least two of these.

It is hoped that each Trustee will normally visit the premises at least once a year to meet some of our staff and volunteers.

Safeguarding

Trustees should be aware of their safeguarding responsibilities and be responsible for promoting and safeguarding the welfare of children and adults. This will include completing a Standard DBS check.

Expenses

Reasonable out of pocket travel expenses will be reimbursed.

Terms

Trustees serve a three-year term after which they may be reappointed for further three-year terms.

Application and Induction

Process for applying for the role

We recommend that you first read the Charity Commission's [The Essential Trustee: what you need to know](#). If you prefer to have hard copy, please ask us to send you printed sheets.

To offer your services, please send us:

- A letter explaining your motivation for applying, which refers to the essential and desirable qualities, experience and skills we are looking for.
- An up-to-date CV including your email address and personal phone number
- Details of your availability on the dates provided in the indicative timetable.

These should be emailed to careers@pecan.org.uk

Please also ensure you have also completed and submitted the equal opportunities monitoring form. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Equal opportunities

Pecan is committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. All Pecan's staff and volunteers are expected to be willing and able to make a positive contribution to the promotion of Equality and Diversity.

Timetable

Please email your application by Friday 1st July 2022 to careers@pecan.org.uk

If you are shortlisted, an informal evening meeting with two Trustees by Zoom will be arranged by Friday 2nd September 2022.

You may then be invited to attend the Trustees' online meeting at 6.00pm on Tuesday 20th September as a non-voting participant.

After the Board meeting, you will be contacted to let you know if you are invited to join the Board as a Trustee.

If you agree, you will become a Trustee with full voting powers at the Board meeting on 6th December 2022.