



PECAN TRUSTEE RECRUITMENT PACK



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Contact Us

If you would like to talk about applying to become a trustee, have any questions about the appointment process or wish to visit Pecan in advance, please contact Chris Price, our Chief Executive Officer on 020 7732 or chris.price@pecan.org.uk

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Registered charity number 801819

Welcome

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

Pecan is a Christ-centred charity, established in 1989 as a response by the local churches to some of the social and emotional issues experienced by people in Peckham. Since then the charity has provided practical and emotional support to people in difficult situations whether through unemployment, a criminal record, hunger, disability or just not being able to make things happen. Our heart continues to be in Peckham with an outreach across the borough of Southwark and other communities in our great capital city.

Our aim is to seek to serve people in a way that empowers them to gain control of their lives. Our support enables people to access a range of services from gaining qualifications or employment to receiving food in a crisis, from engaging in trauma-informed coaching to sharing skills, friendship and tea! We are an organisation that meets people wherever they are in their life and provides services that meet their needs. What is vital, though, is their experience of Pecan. We want everyone who encounters Pecan to experience kindness, belief and hope.

Over the previous two years we have introduced new projects and seen a significant increase in the numbers of people accessing our crisis interventions. Overall, we have seen an increase of 40% for people accessing our projects, including some of our long-term intervention programmes growing by over 500%. Our income has risen by 90% and Pecan in 2018/19 turned over £1m for the first time in 10 years. This all puts new

requirements of Pecan, both in terms of our central team and executive and the board of trustees. At present we are working on a new business plan to take us from April 2020 for the next three years with a five-year vision.

Pecan currently has seven Trustees, two of whom have stated their intention to stand down in the next six months. We are therefore seeking to replace our retiring trustees and grow our number to eight or nine to help spread the responsibilities and add your experience and insight to our goal of enabling people to positively contribute to society.

If you would like to be involved and feel you have the skills and passion required to steer the strategic direction of Pecan, then we very much look forward to hearing from you.

Yours sincerely,



Remi Okeshola
Chair of Trustees



Vision, Mission, Ethos and Values

Pecan's Vision

Transforming lives through kindness, belief and hope

Pecan's Mission

Enabling individuals to believe in their potential

Pecan's Objectives

1. To address the multiple needs of our participants and work towards their social inclusion, through the development of holistic projects.
2. To work with and support the local church in meeting the practical needs of the community.
3. To challenge inequality & injustice on a local and national level, with and for our community.

Pecan's Ethos

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

Pecan's Values

Excellence – We are committed to pursuing excellence in all we do, by providing the highest quality of service to best support our participants, volunteers, staff and the community

Empowering – We are committed to seeing the individuals and communities we work with empowered to make their own choices and affect their own situation

Equality and Diversity – We are committed to celebrating diversity and ensuring equal access to our services for all participants regardless of race, colour, nationality, ethnic origin, religion, gender, sexual orientation, age or disability

Prayer – We are committed to prayer and reflection as a key foundation on which all our work is established and as an integral part of our life

Pioneering – We are committed to pioneering projects that find new ways to address the needs of our participants and work towards their social inclusion

Accountability – We are committed to transparency, participation and learning across all areas of our work both internally and externally

Advocacy – We are committed to using our voice and standing alongside our participants to influence issues impacting them

Collaboration – We are committed to achieving our vision through partnership with the community, churches and other groups

Sustainability – We are committed to protecting the environment, health promotion and encouraging ethical lifestyles

Commitment – We are committed to outworking our vision and values over the long-term

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 Nationals Career Service is a generic advice and guidance programme which helps people to work out a career path and build a well-written CV and cover letter. This is usually a short-term intervention.



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.

Peckham Pantry

Peckham Pantry, a social supermarket, was piloted in 2019 one day a week and will expand to six days a week in 2020. 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 help to reduce childhood obesity in Southwark through increased access to affordable healthy food. In addition, this helps people to reduce shopping bills and creates opportunities for members to be more active in their community.

Southwark Foodbank

This project operates five days a week across Southwark to provide food in times of financial crisis. 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 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, businesses and supermarkets without whom we could not operate.



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.

Current Trustees

Remi Okeshola - Chair of Trustees

Remi has been a Pecan trustee for over seven years and was deputy chair for two years prior to becoming Chair. He has a passion for working with the third sector and seeing people and organisations achieve their full potential. Remi currently heads RBSS Consulting Ltd. He is a strategic and commercially focused thinker with extensive experience in working within the private sector.

Paul Jones - Deputy Chair of Trustees

Paul joined Pecan in 2013. He 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. Paul works for Release International as their UK Operations Manager.

Eleanor Orr - Trustee & Treasurer

Eleanor originally joined Pecan over seven 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 Trustee. Eleanor is a member of All Saints Church, Peckham.

Anne Wilde - Trustee

Anne became involved in Pecan through her husband who was a minister at a church in Peckham over 20 years ago. Anne is a Human Resources Manager in the Civil Service.

Rev. Joyce Grant - Trustee

Joyce became a Trustee in 2017 with the heartfelt belief that huge potential for change and transformation exists within each individual and at the heart of every community. Joyce is currently the Pastor of Honor Oak Baptist Church and has 12 years' experience serving as a minister at two Baptist churches and as a School Chaplain. She also has 20 years of experience as a social worker and has practised Person-Centred Counselling.

Ola Obembe - Trustee

Ola joined in 2017 as Pecan's youngest Trustee. Having grown up locally to Pecan, it means a lot to Ola to be involved with the work Pecan is doing in the community. Ola works as an adjudicator at the Financial Ombudsman Service. She works as part of a team to ensure all businesses are working in compliance with financial service rules.

John Willis - Trustee

John has been involved with Pecan from the start and is our longest serving Trustee with over three decades of experience! John is long retired from a career in engineering. He has industry experience in staff training and development, including that of graduates and apprentices. John is currently secretary and treasurer at Clapham Baptist Church.

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 the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

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
- Avoid any personal conflict of interest

Main Duties

- Uphold Pecan in prayer
- Ensure Pecan complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of its objectives
- Act in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Promote and develop the charity in order for it to grow and maintain its relevance to society
- 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
- Appointing senior staff and supporting the Chair of Trustees to line manage the CEO
- Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance
- Act as a counter-signatory on charity bank transactions and any applications for funds, if appropriate
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of Trustees' responsibilities to the charity

Accountability

As the Board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees 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 people from all sections of the Christian community. Board members are expected to be active Christians so as to help lead, direct and develop Pecan as the Church's agency for social action in the borough of Southwark.

Personal qualities

- A committed Christian
- Independent, strategic and creative thinker
- Driven and self-managing with sharp commercial acumen
- Collaborative team player
- Sound judgement and political sense
- Committed to the values and ethos of Pecan
- Demonstrate the utmost integrity

Skills and experience

The table contains a list of desirable skills and qualities for Pecan's Trustee Board, we do not expect you to have knowledge or experience of all of the areas. Nor do you need to be able to tick a box in each column.

Knowledge of disciplines	Areas of work experience	Personal experience
Business acumen	Business consulting	Active in a Christian community
Campaigning	City-based businesses	Active in social action
Change management	Community development	Can introduce Pecan to major donors
Digital marketing	Employment support	Knowledge of Voluntary Sector
Fundraising	Criminal Justice System	Live in the local community
Governance	Food programmes	Taken part in Pecan's services
Human resources	Southwark-based businesses	
Legal processes	Urban poverty	
Project Management	Women's support services	
Property development and management	Youth services	
Strategic planning		

Requirements

Safeguarding

All Trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of children and adults. This will include completing a Standard DBS check.

Additional duties

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they may have to help the Board reach sound decisions. These may involve scrutinising Board and Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

A Trustee is required to act reasonably and prudently in all matters relating to Pecan and must always bear the interest of the charity in mind.

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

Time Commitment

Up to five Board meetings per year, plus at least one Committee membership with two to three additional meetings per year. To visit the main premises at least once a year to talk with staff and volunteers. Trustees are also expected to attend occasional public or private events, e.g. Annual AGM, strategic planning Board away days and public profile events.

Location

Most meeting will take place at Pecan's main office at 121a Peckham High Street, London, SE15 5SE

Expenses

Reasonable out of pocket travel expenses will be reimbursed.

Terms

Trustees will serve an initial three-year term to be eligible for re-appointment for further three-year terms.

Application and Induction

Process for applying for the role

To express an interest in the role and to be considered, please submit the following:

- A detailed and up-to-date CV
- A supporting statement that refers to the personal qualities and skills and experience lists and explains your motivation for applying
- Details of your availability on the dates provided in the indicative timetable

Completed expressions of interest should be submitted to careers@pecan.org.uk

Please also ensure you have also completed and submitted the equal opportunities monitoring form provided. 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.

We would also recommend that you read through the Essential Guide to becoming a Trustee. This can either be downloaded [here](#) or we can send you a copy on request.

Equal opportunities

Pecan is fully 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. We therefore expect all of Pecan's staff and volunteers to be willing and able to make a positive contribution to the promotion of Equality and Diversity.

Timetable

- Submit applications by Monday 10th February 2020
- Meet with two Trustees weeks between 17th and 28th February 2020
- Meet with CEO between 24th February and 3rd March 2020
- Successful applicants will be invited to observe the Trustees' Meeting on 10th March 2020

After this, one of the Trustees will contact you to let you know if you are invited to join the Board, and to answer any questions you may have at that stage. If agreed, you will then be co-opted to the board, with full voting rights at the next meeting in June 2020.

Once you have joined the Board a three-month induction plan will be agreed, giving you the opportunity before the June meeting to meet with various members of staff and the volunteer team across the different projects and to get a stronger knowledge of governance across the organisation.