

North Hull Rainbow Community Garden



Trustee recruitment pack

January 2025

Introduction

Thank you for your interest in becoming a trustee of North Hull Community Rainbow Garden. We are looking for fresh expertise from people with a variety of backgrounds, to join our existing team. We therefore welcome people without prior charity trustee experience.

We're especially looking for people 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.

We are lottery-funded for a three-year term to June 2025 and are looking to secure funding to keep the garden doing its amazing work moving forward.

This is a voluntary post, and we would hope for a three-year commitment in the role.

This pack gives the following information: -

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

About North Hull Community Rainbow Garden

The Rainbow Garden was established in 1996. We are a Green Flag award-winning community garden based in North Hull. With raised beds, greenhouses, small allotment plots, open spaces and a willow arch, it's a great space enjoyed by various groups, volunteers and service users. We hold a range of clubs and groups throughout the year and also offer a welcoming space for others to come and enjoy the gardens and to get involved.

Our Purpose

The Rainbow Garden supports and assists the local community and are open to the whole of Hull and surrounding areas. We support vulnerable individuals, respective relatives, dependants and carers in a safe and welcoming environment. We offer a range of different opportunities within the environment and throughout the year. This includes, but is not limited to the opportunity to grow vegetables, salads, and herbs, growing flowers and planting bulbs into our borders and containers. We maintain our wildlife areas which encourages beneficiaries to take an interest in the environment.

Aims of the Organisation

- To strengthen bonds in the community by bringing people together in a relaxed, pleasant environment
- Increase sense of well-being both physically and emotionally
- To encourage volunteers and service users to share their skills, whether this be gardening, cooking, food stories or life skills
- Encourage volunteers and service users to grow vegetables and fruit at the garden and to use those learned skills in their own gardens or growing spaces
- Share food stories and recipes
- Giving local people a voice
- Build trusted relationships.

Who benefits from our work

- Volunteers and service users
- Local residents
- Families and children in the HU6 and surrounding areas

How do they benefit

- We aim to empower people to choose their own activities and make choices
- Increased socialisation opportunities for isolated individuals and groups
- By developing support systems and building friendships
- Learning new skills

Evaluation

We evaluate the impact of the programme in a number of ways. We use short questionnaires to measure the impact on our users wellbeing and to produce case studies. We keep attendance records for all of our events.

We also carry out informal methods of evaluation such as conversations during sessions and monitoring of our social media accounts.

Our People

Rainbow Garden is a CIO which is governed by a board of 5 people. Each Trustee has their own role and responsibilities which are based on their own areas of expertise and interest. The board and staff meet every 2 months as a team.

The board is made up of a Chair, Secretary, Treasurer & Staff Liaison, Safeguarding & Volunteer liaison, and Pastoral support. It is possible to form new roles, based on your experience and interests.

Our delivery team of three is made up of two community gardeners (senior and assistant) and one Freelance Evaluator.

Our Staff

Senior Gardener - Brenda Elm has been involved with the Rainbow Garden as a volunteer and staff member for 17 years. She has been a resident of North Hull for almost 30 years and has a good understanding of the needs of the local community. She is a confident and experienced gardener with expertise in growing vegetables, environmental sustainability and wildlife. She holds many qualifications in the field.

Assistant Gardener – Emma Jenkins has 13 years of experience at the Rainbow Gardens and is an experienced gardener who is particularly interested in how gardening impacts the wellbeing of the community. She has also been a resident of north Hull for 30 years. She has previously worked in the care sector which has given her a good understanding of recognising and meeting the communities access needs.

Freelance Evaluator – Christie Parkin has been working with the garden since summer 2023. She has been a visitor to the garden for some time and has been a North Hull resident since 2018. She ensures that we keep track of everyone visiting the garden, from one-off people popping in, to regular service users and volunteers. This information gives us an accurate snapshot of what kind of people use the garden. Together we measure the impact that the garden has on its visitors and report back to our funders. She has been working with small-medium-sized arts companies since 2017.

About the Trustees Roles

We are looking for trustees to join our existing team to replace those who have stood down after many years.

We are looking for people who can join our team, made up of trustees, staff and volunteers – and continue to work collaboratively to achieve our mission.

Your role as a trustee would be to provide direction and guide the development of Rainbow Garden, ensuring it complies with its statutory duties and uses its assets and resources well.

You must also act solely in the best interests of Rainbow Garden. You will be joining the awesome team as we transition from our existing funder to the next stage of our project:

- We are looking to find new long-term funders to support our project and align to our community's needs
- We have a great team that work well together, and we need to continue to support them in doing their great work
- We are making constant improvements to the garden to make it a lovely place for the whole community to enjoy.

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 Rainbow Garden. The trustees must always act in the best interests of Rainbow 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.

The statutory duties of a trustee are to:

1. Make sure Rainbow Garden complies with our governing document, statutory duties, charity law, company law and any other relevant legislation or regulations
2. make sure Rainbow Garden follows our objects as defined in our governing document
3. make sure Rainbow 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 Rainbow Garden
7. Make sure Rainbow 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.

Who are we looking for?

As a trustee, we ask you to have the following skills, knowledge, experience and abilities. We do not require you to have previous experience as a Trustee.

1. A passion for, and a commitment to our purpose and values
2. The ability to think strategically and creatively to enhance our development
3. Have independent judgement combined with the ability to challenge appropriately
4. To read through documents and be able to provide constructive feedback
5. Be able to work effectively as a member of a team to make decisions for the good of Rainbow 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. In particular, trustees will be expected to:

- ✓ read budgets and accounts, recognising whether the annual accounts offer an accurate summary
- ✓ participate in 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.

How much time will you give?

Around 30 hours a year is ideal to fulfil your trustee role with Rainbow Garden.

The usual term of office is three years, which can be renewed. Our trustee meetings take place every quarter and we currently meet early evening (7-8.30pm), but these are planned around the availability of Trustees. Ahead of these meetings, we might ask you to read through some documents and make meeting preparations.

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 participate at the Garden; with gardening and helping with our groups and activities to support staff. We also encourage trustees to get to know our staff and volunteers, meeting our beneficiaries.

Are you eligible?

You must at least 16 years old 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 you can expect from us

This is a voluntary role, unpaid role. 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 fulfilling and exciting 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 garden users and the local community, and this is the main reward.

You'll also gain invaluable experience of being a trustee; learning new skills and developing existing ones including strategic thinking and leadership. We are a learning organisation and consider it important to take time to reflect on our performance as an organisation.

How to express an interest

Please email Brenda at b.elm@rainbowgarden.org.uk or call 07862 025831 to arrange an informal chat. It would be great to hear about the skills you can offer, along with your experience and knowledge and why you feel suitable for a Trustee role at Rainbow Garden. We'll be very happy to show you around the garden and answer any of your questions too.

You can also send us your CV or link to your LinkedIn profile, if you have one. You'll find it helpful to read this trustee information pack in full and to look at our website www.rainbowgarden.org.uk and/or social media <https://www.facebook.com/rainbowgardenhull>.

If you'd like to get creative, we also welcome applications in the form of a video telling us about the points above, a Storyboard of ideas, a simple bullet point list of your strengths, or a personal statement/covering letter.

Our trustee recruitment process

We would love to meet prospective trustees at the garden, to find out more about you, give you a tour of the garden and for you to find out more about us. You are also more than welcome to come along to a trustee meeting to gain a better insight.

We will keep trustee recruitment open until we have found suitable people, so there is no closing date, but we urge you to contact us to have a chat at your earliest convenience.