



Chair Recruitment

Candidate Information Pack

July 2024

Welcome

Aston-Mansfield has held a special place in the community of Newham and East London since 1884. In the past 140 years we have grown, merged, evolved; however, our vision to see more children, young people and families in our community leading happy healthy lives, realising their potential and unlocking their ambition is unwavering.

We continue to live in very difficult times, and it is not easy to find the chinks of light. As I consider everything we have been doing over the past year, it strikes me that we are fortunate to work with so many children and young people who are those chinks of light. From the young people leading amazing social action projects, to those making themselves vulnerable and striving to achieve, to those volunteering with us in all kinds of ways, they bring courage and commitment which gives hope to us all.

What we do in our community is changing. Over the past few years we have undertaken a significant strategic project to reduce the number of properties owned by Aston-Mansfield and refocused our energy into the services we deliver. The last year has seen us increase our connections in our community, and we delivered services to 658 young people, up 400 from the year prior, and 167 children, up from 140.

Our Chair has led us through this new positioning, and has guided us through the complexities of reducing our property portfolio. With this project being close to its conclusion, it is time for us to welcome our next Chair who will ensure that Aston-Mansfield continues to celebrate the young people and families of Newham and East London. Whilst we are seeking strong ability to lead strategy, a good understanding of charity governance, leadership skills, lived commitment to equality, diversity and inclusion, we are also seeking a genuine commitment to our locality.

I invite you to further explore our services, and if you are encouraged by the chinks of light that are bursting through the services we deliver, I hope you will feel compelled to apply to become our new Chair.

Sincerely

Claire Helman

Chief Executive Officer

About Us

Our Vision

We want to see more children, young people and families in Newham and east London leading happy healthy lives, realising their potential and unlocking their ambition.

Our Mission

Using an integrated and community focused approach we will make long-lasting change, offering opportunity, community and inspiration to children, families and young people in Newham and east London.

Our Aspirations and Values

We want our environment to be:

- Warm and welcoming, keeping everyone safe
- Based on mutual respect, with staff and volunteers who are trustworthy
- Inclusive, where everybody has a voice and is heard
- Honest: doing what we say we will, and communicating clearly and transparently
- One which is nurturing and supports people to grow

We will:

- Put children and young people first, and at the centre of what we do
- Support and encourage diversity and aim to treat everyone fair
- Strive to be connected to local communities

Commitment to Equality, Diversity and Inclusion Statement

Aston-Mansfield is committed to equality, diversity and inclusion throughout the organisation and all of the work that we do. We recognise that discrimination and unconscious bias might exist within our organisation and are committed to taking steps to identify and tackle this.

We aim to create a diverse Board of Trustees, staff and volunteer teams, reflecting the demographics of Newham and neighbouring boroughs, and the lived experience of those we support.

What we do

Using an integrated and community focused approach we make long-lasting change, offering opportunity, community and inspiration to children, young people and families in Newham and East London. We do this through our programmes for children and young people, our community health and wellbeing work, and our community centres.

You can find more information about our programmes on our website <https://www.aston-mansfield.org.uk/>

Our Impact

Our **Impact Reports** are the best way to see the impact we are having in the community.

[Click here to download the 2022-2023 Impact Report.](#)



Background and Governance Structure– Aston-Mansfield & Aston-Mansfield Charitable Trust

Aston-Mansfield and Aston-Mansfield Charitable Trust (AMCT) are sister charities. The two charities have similar objects, which encompass supporting and developing disadvantaged communities in Newham, East London. The charities trace their origins to philanthropic foundations in the 19th Century and are an amalgam of a number of separate foundations culminating in the merger of Aston Charities Trust and The Mansfield Settlement which joined to form Aston-Mansfield in 2000.

Both are charitable companies limited by guarantee, under the control of different trustee boards (with some crossover in membership), with a common administration. There is a Memorandum of Understanding between Aston-Mansfield and AMCT describing their modus operandi.

Aston-Mansfield achieves its impact through the direct provision of services to children and young people and families. Additionally, it provides resources, expertise and training to other groups and organisations in the not-for-profit sector, thus enabling those organisations to deliver their services to their clients and communities.

AMCT holds and manages an endowment which is invested through fund managers and also property holdings. The endowment funds significant grants, principally to Aston-Mansfield. The grant to Aston-Mansfield enables the organisation to cover some of its core costs, support its work on strategic development, marketing and communications, fundraising, financial management and volunteer development. AMCT has supported Aston-Mansfield's additional operational costs incurred through COVID and while the property portfolio is rationalised. Grants are also made to other projects, within the objectives and area of benefit of the charity.

The two charities are separate organisations, each with their own Charity Commission registration numbers, governance arrangements and financial management processes and procedures. The Aston-Mansfield Board currently has 10 Trustees, 5 of whom are Trustees of AMCT. The AMCT Board currently has 9 Trustees, 4 of whom are not a Trustee of Aston-Mansfield. Board meetings are held and minuted separately. Aston-Mansfield and AMCT prepare and report on completely separate Accounts with their own reserves and a clear Reserves Policy.

As AMCT's support is agreed on an annual basis and can never be guaranteed, Aston-Mansfield is continually seeking new sources of voluntary income in order to guarantee the future of its services.

Read more about our history:

[Aston-Mansfield - Our History \(aston-mansfield.org.uk\)](https://aston-mansfield.org.uk)



Role Description

Key Information

Job Title:	Chair of Aston-Mansfield and AMCT
Remuneration:	The role of Chair is not accompanied by any financial remuneration, although reasonable expenses may be claimed.
Location:	Online meetings, with an annual in person away day. Location of meetings is subject to review.
Time commitment:	6 Board meetings per year (Aston-Mansfield), 5 Board meetings per year (AMCT). The Chair is also expected to have regular meetings with the Chief Executive, to participate in internal events, and represent the Charity at various events and meetings with key stakeholders. Expected time commitment 2-3 days per month.

Role Expectations

The role of the Chair is to hold the Board of Trustees for both Aston-Mansfield and Aston-Mansfield Charitable Trust to account for each of the charities mission, providing leadership to the Boards, ensuring that each Trustee fulfils their duties and supports the effective governance of the charities.

Responsibilities

Provide independent and inclusive leadership to Aston-Mansfield and AMCT by:

- Ensuring that Trustees fulfil their duties and responsibilities
- Lead, manage, and develop the Trustees
- Ensure the charities operation within its objectives
- Provide a clear strategic direction for the charities
- Review risks and opportunities to further the charities objectives and mitigate risks
- Act as a critical friend to CEO by developing and maintaining an open and supportive relationship

- Review the performance of the CEO annually
- Head of Remuneration Committee to review CEO remuneration annually

Key Requirements

Local Knowledge

The charities' primary area of operation is in the London Borough of Newham. The Chair should have a good understanding of the social and economic issues affecting local communities which may include:

- Local conditions and needs for families and children
- Skills development and education for employability
- The impact of housing and social care on marginalised communities
- Entrepreneurship to support small social enterprise growth
- How local authority and other local third sector organisations operate

Charity fundraising environment and practices

- Maximising Aston-Mansfield's ability to access and secure grant funding
- Seeking ways to make core work areas - Children and Families, Youth Work, Health and Wellbeing– develop sustainable income streams

Experience

- Lived experience that will help you understand the needs and context of Aston-Mansfield's target communities – with emphasis on East London / Newham
- Demonstrable leadership and management experience in organisations with a similar ethos, size and activities to Aston-Mansfield that can contribute to supporting the CEO and management Team
- Knowledge of how charities operate, charity governance, and the theory of change
- A track record of success in business, consultancy or the charities sector

Skills

Very well-developed interpersonal and communication skills for:

- Chairing board meetings
- Facilitating discussions on complex issues and policies
- Representing the charity

How to apply

[Eastside People](#) is supporting [Aston-Mansfield](#) in the recruitment for this role. Please [click here](#) to apply. This role is open to current Trustees and external applicants.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in a Chair role, and why with Aston-Mansfield?
- How can you contribute to Aston-Mansfield as our Chair? Please highlight relevant experience and demonstrate how your skills match the specific requirements of the role as set out in the role description and person specification.

If you would like a call to discuss the role in more detail, please email Melissa at melissa@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. Please contact us if you require any assistance or adjustment so that we can make the application process work for you.

The closing date for applications is **Monday 14th October** with online shortlisting interviews taking place that week. Competency-based interviews will take place with Eastside People throughout the live recruitment period and until **Wednesday 16th October**.

Eastside People are fully committed to equality of opportunity and diversity and work with our clients to ensure that we recruit inclusively, seeking to address the underrepresentation of some groups of people in leadership teams.



Eastside People

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