



APAP – Trustee Role Description

About APAP:

All People All Places (APAP) is a registered Charity, established in 2010. It was set up to provide emergency accommodation and support to people facing homelessness in the London Boroughs of Enfield and Haringey.

APAP believes that nobody should have to face the devastation of street homelessness. Homelessness is always rooted in issues of poverty and disadvantage. Overcoming these complex personal and social challenges requires a whole-person approach, which seeks to tackle the multiple and underlying issues that have led to housing crisis or rough sleeping. Homelessness is just the symptom, APAP's seeks to address the causes.

APAP's mission is to break cycles of poverty and disadvantage and to tackle issues of homelessness as they present in Enfield and Haringey by:

- **Providing** respite to those rough sleeping
- **Supporting** individuals through and beyond housing crisis
- **Preventing** people from experiencing the nightmare impact of rough sleeping

About the Role:

Our trustees play a vital role in making sure that APAP delivers on its charitable aims. They oversee the overall management and administration of the charity. They also ensure that APAP has a clear strategy and that our work and goals are in line with our mission. Just as importantly, they support and challenge the executive team, facilitating growth, enabling us to thrive and through this achieve our mission.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. Trustees have legal responsibilities to ensure that the organisation is compliant, accountable and meeting its charitable objectives.

We particularly welcome applications from people with lived experience and skills in the following areas:

- Safeguarding
- Human Resources

- Building Management
- Housing and homelessness or adjacent sector

General Trustee Duties:

The role holder will:

- Ensure that the organisation complies with its governing document, charity law, and any other relevant laws or regulations
- Support and provide advice on APAP's purpose, vision, goals and activities, ensuring these are in line with the organisation's stated aims.
- Produce, review and approve organisation strategies and policies with the CEO and monitor and evaluate their effective and efficient implementation
- Oversee APAP's financial plans, budgets, and statements, and monitor and evaluate progress, ensuring the efficient administration and financial stability of the organisation
- Ensure that key risks are being identified, monitored and controlled effectively
- Provide support and challenge to APAP's management team in the exercise of their delegated authority and affairs
- Contribute to the organisation's annual review and development of internal policies
- Keep abreast of changes in APAP's operating environment
- Contribute to regular reviews of APAP's own governance
- Contribute to the broader promotion of APAP's objects, aims and reputation by applying your skills, expertise, knowledge and contacts
- From time to time, assisting with other tasks such as interviewing new staff, attending meetings or events
- Lead a sub group of those with expertise in a relevant skill area to advise and guide the staff team.

As a small charity, there will be times when trustees will need to be actively involved beyond Board meetings and sub-committees. This may involve providing advice and guidance on new initiatives, reviewing or advising on operational documents (operational and business plans, new team structures, outreach and engagement events) or other issues in which the trustee has special expertise.

What we are looking for:

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Previous governance experience is desirable but not essential and we will provide a full induction to the organisation and the workings of the board. Knowledge/Interest in issues of housing and homelessness and being a resident in Enfield or Haringey are also desirable, but not essential.

Personal skills and qualities:

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- Enthusiasm for our vision and mission

Time commitment:

- 4-6 board meetings per year, including an AGM, and additional participation in subcommittee(s). These have been typically on weekday evenings and are preferred to be in person, but remote attendance is possible.
- 1 in-person away day and board planning session per year.
- We estimate that activities in between meetings will entail approximately around 6 hours a month

Term:

Trustee terms are set to three years with the possibility of a further term. It is not generally expected that trustees would serve more than two terms.

Expenses:

This is a fully voluntary and unpaid position. Reimbursement of reasonable expenses will be provided

Application process:

Please send your CV and a supporting email or letter explaining why you are interested in the role and your relevant experience. Please send your application to Karen@allpeopleallplaces.org

Applications must be received by 12 midnight on **Sunday 2nd September**.

Interviews will be held during the week commencing 7th September.