

# Pembroke House



## Trustee Recruitment Pack

Thank you for expressing an interest in becoming a Trustee of Pembroke House. In this document you will find out about the organisation as well as information about the role and how to apply. If you have any questions or would like to discuss the role further either before application or interview, please be in touch with Mike Wilson, Executive Director, at [mike.wilson@pembrokehouse.org.uk](mailto:mike.wilson@pembrokehouse.org.uk)

### Who we are

Pembroke House has been working together with residents and local partners to build good lives in Walworth since 1885.

Through our work, we've built trust and strong relationships with our neighbours. So much of what we've achieved in the neighbourhood first started out as a conversation and people coming together. Sometimes that's over hot food at lunch club; over live music at a street party; or through an activity club in our buildings.

We were founded in 1885, by students from Pembroke College, Cambridge, as one of the first settlement houses. Shocked by growing poverty and inequality, the pioneers of the settlement movement sought a new approach: taking up residence to live, work and solve problems alongside local communities.



**Pembroke House**

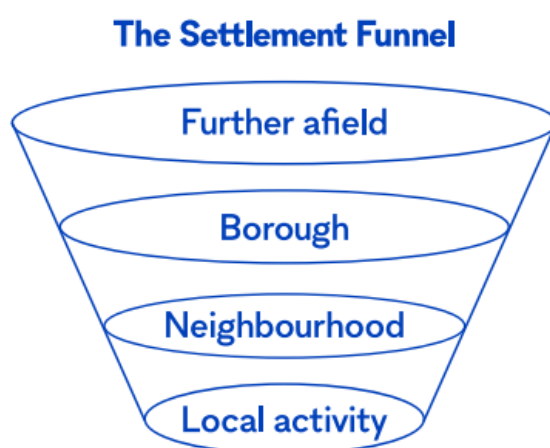
80 Tatum Street, London SE17 1QR | 020 7703 3803  
[info@pembrokehouse.org.uk](mailto:info@pembrokehouse.org.uk) | @Pembroke1885

Registered Charity Number: 1177866 Registered Company Number England and Wales: 10586362

Pembroke House is unique in retaining the three founding elements of a settlement: a residency; halls for community activities; and a chapel (now the parish church of St Christopher's, Walworth, which is a separately constituted organisation but shares our building, fulfilling the Christian objectives with which Pembroke College Settlement was established. Pembroke House works with the full range of Walworth's diverse community, and our activities are open to people of all faiths and none). For over 130 years, we've been working to bridge traditional divides and unite people – whatever their background or walk of life – in building a better Walworth.

In addition to focusing on the immediate neighbourhood, our founders were also part of a broader movement of settlement houses; as such, their work at the local level was linked to wider developments, and they sought both to learn from and to inspire action that was taking place further afield.

This continues in our work today. As a settlement, we operate at different tiers: undertaking **local activity** at our buildings in Walworth; galvanising coordinated action across the whole **neighbourhood**; building alliances at the **borough** level; and connecting and sharing our learnings with partners from **further afield**.



Operating across these four tiers, we aim to link local developments with wider questions of policy and practice, and to inspire greater collaboration between partners at different levels of the funnel. We're nurturing and growing an ecosystem in the neighbourhood of relationships, services and spaces.

At the same time as looking outwards at what impact we can make, we also find ourselves in an important moment of looking inwards to nurture our foundations and structures in a way that will allow us to work sustainably into the future. A significant part of this is working towards our Board better representing the Walworth neighbourhood.

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We are particularly keen to hear from Black, Asian and other Minority Ethnic groups and women who are currently under-represented on our board. People whose principal personal residence is within the three Southwark Council wards of North Walworth, Faraday and Newington are particularly sought, and lived experience of local community issues and knowledge of the Walworth neighbourhood is also highly desired.



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# Role Description

**Job title:** Trustee of Pembroke House (officially known as Pembroke College Settlement)

**Location:** Walworth, South London

**Remuneration:** Unremunerated

Trustees can be reimbursed 'for reasonable expenses properly incurred when acting on behalf of the Charity

## The role includes:

- upholding and adhering to the highest standard of charity governance as set out by the Charity Commission;
- contributing to the organisation's collective mission, strategic direction and aims;
- monitoring the performance of the executive against the organisation's strategic and operational plans;
- exhibiting a commitment to Pembroke House values in attitude and behaviour;
- providing financial scrutiny and advice, with appropriate oversight of operational plans and budgets;
- ensuring that effective governance arrangements are in place in line with statutory legislation;
- scrutinising Board papers and asking appropriate questions – supporting and challenging where necessary;
- actively inputting into discussions, applying good judgement and contributing to the decision-making process;
- agreeing the risk appetite, monitoring key risks, and ensuring that risk management informs strategic planning and operational budgets;
- supporting the charity's fundraising efforts;
- maintaining productive relationships with a range of Pembroke House stakeholders and partners; and
- building constructive, positive relationships with other Trustees and staff, with a willingness to listen and understand.

## Key responsibilities:

- awareness of the legal duties of Non-Executive Board Members, and ensuring they are fulfilled;
- preparing for, attending, and contributing fully to Board and committee meetings;
- undertaking regular learning and development for the role;
- maintaining respect for the confidential nature of issues designated as such by the Chair at meetings;

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- questioning appropriately, but sharing collective responsibility for Board decisions;
- being well-informed about the organisation's purpose, services and strategies, and its operating environment;
- challenging and supporting colleagues appropriately, and maintaining constructive relationships;
- undertaking other functions as required, including, for example, sub-committee or selection panel membership, acting as a portfolio holder, participating in working groups; and
- disclosing any possible conflict of interest.

### **Time commitment:**

- Four evening Trustee Meetings per year, two in London and two in Cambridge. Ideally these are attended in person and dinner is provided. It is possible to attend these meetings virtually if necessary.
- Attending the AGM in Autumn each year.
- There is a possibility of being on a subcommittee and attending ad hoc meetings as part of this.



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# Person Specification

We are looking for a range of different skills and backgrounds from our new Trustees, and are particularly keen to hear from Black, Asian and other Minority Ethnic groups, and women who are currently under-represented on our board.

People whose principal personal residence is within the three Southwark Council wards of North Walworth, Faraday and Newington are particularly sought, and lived experience of local community issues and knowledge of the Walworth neighbourhood is also highly desired.

We are also especially interested in receiving applications from those who have experience or skills in:

- Charity Finance
- Fundraising
- Media/PR/Communications
- Food Industry

Previous board/trustee experience is not necessary and we welcome applications from all ages and backgrounds.

Successful Non-Executive Board Members will demonstrate the following competencies:

- a passion for Pembroke House's purpose and mission;
- strategic thinking and risk awareness;
- measured judgement and willingness to offer constructive challenge;
- a collaborative approach, interpersonal awareness and excellent communications skills;
- advocacy for diversity, equity and inclusion;
- commitment to prepare for meetings and participate actively at board level.



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# Applications

To apply, please upload your CV and a supporting statement at this link:  
<https://airtable.com/shr7rHiwCirjMS9GG>

Your supporting statement should set out why you want to be considered, your suitability for the role and your knowledge of Walworth and/or community organisations like Pembroke House. This should not exceed two sides of A4.

## Recruitment timeline

**Tuesday 14 November 2023** - Applications open.

**5-6pm, Tuesday 12 December 2023** – Open house at the Walworth Living Room.

This is a chance for you to come and see what we do, meet members of the team and speak to current trustees.

Please sign up here to let us know you are coming.

<https://forms.gle/4iasNgMA3zjB4N5G6>

**9am, Thursday 4 January 2024**– Applications close.

**Week Starting Monday 8 January 2024** – Final shortlisting.

**Week Starting Monday 15 January 2024** – Interviews.

We will look to appoint new trustees and begin induction before the end of January.

Please note that selected applicants will be invited to attend a Trustees away day on Saturday 27th January 2024. This will be a chance to meet the full board and contribute to the Vision, Mission and Strategy process currently taking place.

For further information about Pembroke House, please visit our [website](#).

If you have any questions, please be in touch with Mike Wilson, Executive Director at [mike.wilson@pembrokehouse.org.uk](mailto:mike.wilson@pembrokehouse.org.uk)

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