



**Poplar HARCA
Communities and
Neighbourhood (CaN) Trust**

POPLAR HARCA

Introduction

Welcome to the Trustee Recruitment Pack for the Communities & Neighbourhoods (CaN) Trust, a unique opportunity with Poplar HARCA. We are in the process of establishing a new charitable entity, and we are inviting individuals like you to consider joining as Trustees.

This decision is rooted in a thoughtful reflection on the past and an exploration of emerging opportunities. Over the past two decades, the idea of giving the Communities and Neighbourhoods team its distinct legal structure has been on our radar, and we are now seeking your valuable contribution to make it a reality.

The primary motivation behind this strategic move is to uncover potential benefits that could justify a significant shift in how Poplar HARCA

operates. As a Trustee, your involvement is essential in establishing the CaN Trust as a separate charitable entity, providing a dedicated space for the impactful work of Poplar HARCA's communities and neighbourhoods.



Trust Purpose & Overview

Communities and Neighbourhoods Trust (CaN Trust) is a charitable organisation with a focus on public benefit.

The trust operates with a set of specific objectives and powers outlined in its governing documents. The organisation's primary aim is to further charitable purposes that contribute

to the well-being of the public. This is achieved through various means, including the provision of grants to support charitable activities.



Trusteeship

The trust is governed by a board of trustees who serve as both Charity Trustees and company directors. These trustees have general control and management of the trust's administration, property and funds.

Membership

The Trust maintains a register of members, with the parent organisation being the sole member. Membership is not transferable.

Meetings and Decision-Making

The trustees are required to hold regular meetings, and decisions are made through quorum-based voting. The trust also allows virtual participation in meetings, reflecting a modern and adaptable approach to governance.

Conflicts of Interest

CaN Trust has established protocols to address conflicts of interest among trustees, ensuring transparency and ethical conduct.

Financial Accountability

The trust adheres to the legal and regulatory requirements regarding financial records, audits, and the submission of annual reports.

Dissolution

In the event of dissolution, CaN Trust commits to applying its remaining assets for charitable purposes, as determined by the parent organisation.

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.

[You do not need previous governance experience – we will provide a full induction and training.]

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.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values [charity values].
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

- **Terms of office**
Trustees are appointed for a 3 year term of office, renewal for 1 further term to a maximum of 6 years.
This is a voluntary position, but reasonable expenses are reimbursed.
- **Time commitment**
Attending 2 Board meetings annually.
Currently meetings are held in person at 155 East India Dock Road
- **Safeguarding**
Any appointments will be subject to a Declaration including any criminal record. Having a criminal record will not necessarily bar you from working with us.
- **Remuneration**
Please be aware these roles are not remunerated, although out of pocket expenses will be reimbursed.

Trustee Role

Description and Specification

Our trustees will play a vital role in making sure that CaN achieves its core purpose. They will oversee the overall management and administration of the charity. They will also ensure that the CaN has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the senior leadership team to enable CaN to grow and thrive, and through this, achieve our mission.

CaN Trustees will have a collective responsibility. This means that Trustees always act as a group and not as individuals.

Specific duties and responsibilities

1. Support and provide advice on CaN's purpose, vision, goals and activities.
2. Advise on operational strategies and policies and their implementation.
3. Consider CaN's financial plans and budgets and evaluate progress.
4. Support the effective and efficient administration of the organisation.
5. Identify key risks and control.
6. Review and approve the Trust's financial statements.
7. Provide support and challenge to CaN's Director in the exercise of their delegated authority and affairs.
8. Keep abreast of changes in CaN's operating environment.
9. Contribute to regular reviews of CaN's own governance. Attend Board meetings, adequately prepared to contribute to discussions.
10. Use independent judgment to promote and protect CaN's interests, to the exclusion of their own personal and/or any third party interests.
11. Contribute to the broader promotion of CaN's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
12. Provide advice and guidance on implementation of all relevant Charity Law in relation to The Charity Commission

As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The CaN Trustees collectively needs skills and experience in the following areas:

- Financial management
- Income generation
- Business development and marketing
- Local voluntary sector in Tower Hamlets
- Local government and statutory bodies in Tower Hamlets
- Charity law and governance
- Digital strategy and communication
- Trading subsidiaries and social enterprise
- Human resource management
- Estate management
- Collaborative partnerships
- Social investment and impact



Communities and Neighbourhoods (CaN) in brief

CaN's Vision

Our overarching goal is to break the generational cycle of poverty in Poplar and neighbouring areas. By co-creating opportunities and providing comprehensive support, CaN envisions a future where residents overcome barriers, achieve their full potential and contribute to the prosperity of the community.

We are dedicated to inspiring positive change and ensuring that no one in this community is disadvantaged due to their circumstances. Through holistic initiatives, community involvement, and a commitment to lasting impact, CaN is a driving force for positive transformation in this part of London.



CaN's Key objectives



Addressing Persistent Challenges

Despite the availability of affordable housing, poverty persists in our communities. We acknowledge the interconnected nature of challenges faced by residents, spanning education, health, employment, income and housing. CaN's holistic approach recognises that true change requires addressing these issues simultaneously.



Community-Centric Approach

We firmly believe that community involvement is key to driving positive change. The organisation actively engages residents, considering them the driving force behind initiatives and co-creators of opportunities.



Youth Empowerment through Spotlight

- Spotlight helps young people to achieve their potential through access to inspirational activities and individually tailored support.
- This includes an exceptional range of high-quality programmes and support services delivered in partnership with industry leading organisations and practitioners.
- From activities such as dance, theatre arts, various sports, music-making and youth leadership training and volunteering, young people have been able to learn from world class tutors, coaches & mentors, broadening concepts of what is possible.
- Spotlight aims to provide pathways to excellence providing opportunities in arts & sports through initiatives such as launching our own record label or delivering an educational course to boxers aiming to be national champions
- Health Spot, a youth friendly GP service meeting the health needs of our young people is now operating at Spotlight 2 nights a week.



Community Development & Well-being

- Each of the 14 Poplar HARCA estates has access to a nearby well-resourced community centre managed by CaN. They offer a variety of health & well-being programmes and services. They are home to local community groups that deliver services for their members. Self-help groups hold their activities at these Centres free of charge.
- Provides capacity building services to new and emerging groups
- Each Centre is managed by a team of CaN staff who works with external partners
- All Centres Offer volunteering opportunities
- Home to TH-wide social prescribing network Wellone which facilitates access to borough-wide health-related programmes and services



Economic Independence and Prosperity via the Employment & Training Hub

- Delivers employment support to residents
- Supports clients to develop employability skills (including CV preparation, writing application forms, interview skills); jobsearch (including internet search, managing the disclosure of convictions) and 'soft skills' (including communication, personal presentation, confidence-building, transition to work, workplace culture).
- Employment Advisors make referrals to short courses, specialist agencies and organise mentoring support where appropriate. If required, clients are sign-posted to voluntary work placement and apprenticeship opportunities.
- Apart from supporting our residents to get into jobs, CaN also supports local residents to become social entrepreneurs. Social Enterprises are important local wealth creators and local employers, creating local jobs.

Next Steps

If you are interested in a role or would like further information, please contact:

Mark Sweeny

**Assistant Director of Corporate Governance
& Company Secretary**

mark.sweeny@poplarharca.co.uk

07977 675 607