



“We are grateful for all the help we receive and love all the amazing toys and books we have access to. We are glad to have found this space and met the amazing staff and volunteers”.

CHARLTON TOY LIBRARY CHAIR OF TRUSTEES/COMMITTEE MEMBERS

Introduction

Originally set up in 1982 by a group of mums who met on a regular basis with their children, Charlton Toy Library is a Registered Charity run by a voluntary Management Committee made up of current and former Toy Library members. Charlton Toy Library supports the wellbeing, safety and development of children living in Greenwich. It provides families with a place to come and meet other parents, play with their children or get advice from our very experienced members of staff.

We run an outreach service providing vulnerable families with tailored support and advice, along with free access to toys, books and safety equipment to support their children’s needs. Many of the children we support through our outreach service live in families experiencing poverty and disadvantage, some have suffered domestic violence and many feel isolated. This has a huge negative impact on the children's well-being and development. Our intervention at an early formative stage in their development aims to break the cycle of deprivation by improving their literacy, numeracy, creative & social skills, thus improving their school careers and their future life chances and contributing to stronger, more cohesive communities.

The outreach service works across the whole Royal Greenwich Borough. This service is funded by BBC Children in Need who have renewed their support for another three years. This is a great achievement and testament to the hard work and commitment of our Outreach Worker. This year we helped 233 children.

Charlton Toy Library does not receive any public funding and relies on our membership and loan charges, as well as the fundraising endeavours of a small team of volunteers in order to continue to maintain our services.

All the money received from membership, loan fees and fundraising events is spent on toys and Toy Library running costs. We have an Equal Opportunities policy and aim to provide a good selection of multi-cultural and non-sexist toys and books along with impartial advice and support.

Charlton Toy Library is not part of Greenwich Council or any Leisure Library. It is an independent voluntary group which has to secure its own funding.



Aims and Objectives

- To promote the principle that play does matter for the developing child.
- To make play available and lend appropriate toys to extend the opportunity for shared play into the homes.
- To provide play areas where children and adults can use a wide range of toys and creative activities.
- To offer an opportunity to socialise and exchange experiences.
- To offer a befriending and supportive service to parents and carers. We aim to improve the current quality of life and future life chances of local children by providing a much-needed child-centred support service to families in our main premises at Charlton House and through our outreach service to Women's Refuges and three Home Start groups as well as other hard-to-reach families referred by Health Visitors.
- We also offer a low-cost toy/book/games and child safety equipment loan scheme.

Overall Purpose of Post

Charlton Toy Library currently has a small team of Trustees whose skills include fundraising, volunteer management and customer services. Trustee meetings are held once a month generally in the evening to match availability of staff and committee members; in order to contribute to the decision making process Trustees are expected to attend the workshops and training sessions as required in order to gain a clearer understanding of the charity's work. Currently, the charity has two salaried staff and four unremunerated trustees.

We are now seeking a Chair who is passionate, motivated, with excellent leadership skills, who can commit the time to help drive the charity forward to its next growth stage and help increase its team. The Chair's role is to be part of the Board of Trustees, ensuring that it fulfils its governance responsibilities and the achievement of agreed objectives as laid down in approved strategies and plans.

The Board of Trustees are responsible for the overall governance and strategic direction of Charlton Toy Library, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The Chair will hold the Board to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will act as an ambassador and the public face of the charity in partnership with the Treasurer and the board of Trustees.



Remuneration:	The role of Chair is not accompanied by any financial remuneration, although expenses may be claimed.
Location:	London, Greenwich.
Time commitment:	10 Board meetings per year. Additionally, the Chair is also expected to have regular monthly meetings with the salaried employees whilst representing the Charity at various events and meetings.
Reporting to:	Board of Trustees (Committee).

Main Responsibilities

Strategic Leadership and Governance:

- Determine the Group's vision and values and its long-term strategic direction and objectives.
- Ensuring that Charlton Toy Library complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- Be responsible for chairing committee meetings and work with staff and other committee members to set the agenda for each meeting.
- Maintaining proper financial control and ensuring that Charlton Toy Library applies its resources exclusively in pursuance of its objects.
- To set and maintain the organisations vision, mission and values.
- Developing the organisation's strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensuring that Charlton Toy Library pursues its objects as defined in its governing document.
- To ensure accountability.
- To manage employment procedures and respect the roles of staff/volunteers.
- To support the operational management of the organisation.
- To draw up and monitor the implementation of internal policies.
- To ensure that risk assessments for all aspects of the organisation are carried out.
- To safeguard the good name and values of Charlton Toy Library.
- To maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises.
- To ensure positive change where appropriate and address and resolve any conflict within the board.
- To act in the best interest of the charity, our beneficiaries and future beneficiaries at all times.
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.



- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Work closely with the Treasurer to give direction to Board and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor that decisions taken at meetings are implemented.

External Relations:

- To promote Charlton Toy Library.
- Act as an ambassador for the cause and the charity.
- Maintain close relationships with key influencers.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings and events.

Personal Specification

The impact of Coronavirus is pushing the most vulnerable children in our country into a downward spiral of isolation. With your support we can make a difference with local families in crisis.

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:

Personal qualities:

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

Experience:

- Experience of operating at a senior strategic leadership level within an organisation.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Experience of external representation and delivering presentations.
- Experience of chairing meetings and events.

Knowledge and skills²

- Some knowledge or an understanding of issues related to vulnerable children.



- A real commitment to give children a chance to fulfil their potential through play and socialising.
- Ability to motivate staff and volunteers and bring people together.
- Some understanding of charity finance issues.

Conditions

This position is conditional upon holding or gaining a clear Enhanced DBS certificate.