Black Prince Trust Trustee Recruitment Pack

BLACK PRINCE TRUST



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Welcome



Thank you for your interest in joining the Board of Trustees of Black Prince Trust.

Black Prince Trust is a Lambeth-based community sport and wellbeing charity at the heart of Kennington. For more than a decade, we have worked with our partners, funders, and community to deliver sport, physical activity, and wellbeing programmes in inner south London. We are now embarking on the next phase of our development and are looking for new trustees to help shape our future, strengthen our board and support our work.

We welcome applications from people with a wide range of backgrounds, skills, experiences and perspectives. You do not need to have been a trustee before. We value professional expertise, community knowledge and lived experience, and are particularly keen to hear from people whose experience and perspectives reflect the communities Black Prince Trust serves.

Above all, we are looking for people who share our commitment to accessible and inclusive sport and wellbeing, and who can bring their time, ideas and thoughtful challenge to the Board.

We hope this pack gives you a clear picture of the role and what you could bring to it. If you would like an informal conversation before applying, our Chief Executive, Richard Joyce, would be very happy to speak with you and to facilitate further conversations with our Co-chairs and/or Vice Chair.

About Black Prince Trust

The Black Prince Trust manages and develops the Black Prince Community Hub in Kennington, south London. Located at the heart of the Ethelred Estate, home to close to 4,000 residents, the Hub serves local people and underserved communities across Lambeth and the surrounding area.

We are a registered charity that uses sport, physical activity and wellbeing programmes to connect people, improve wellbeing and create positive social change. Our accessible and inclusive Community Hub brings together activities and services for people of all ages. All community programmes are free to participants.

All community programmes, whether delivered directly by BPT or through our partners, contribute to one or more of our four social outcomes:

- **Participation:** providing accessible opportunities for people in our local community and beyond to take part in sport and physical activity.
- **Equality, Diversity and Inclusion**: engaging underserved communities and people who face barriers to participation.
- **Health and Wellbeing**: supporting people living with physical or mental health challenges through sport and physical activity, alongside support to tackle food poverty.
- **Education, Training and Lifelong Learning**: providing mentoring, personal development, qualifications and pathways towards employment.

The site comprises five football pitches, two multi-sport pitches, a sports hall with two gyms, two basketball courts, a training and conference room, a food hub and community cafe, and a community building with office space for charity and community partners. Activities include football, basketball, boxing, holiday programmes, community fitness sessions, and health and wellbeing provision. Most delivery takes place at the Hub, with some programme sessions also offered at other locations across Lambeth, including Brixton and Brockwell Park.

Partnerships are central to how we work. We bring together delivery organisations, funders and supporters to provide activities that contribute to our shared social outcomes. Our partners and supporters include Lambeth Council, Jordan Brand, Sport England, London Sport, Mercers, London Marathon Foundation, Guy's and St Thomas' Trust, Surrey Cricket, Vauxhall One and The Felix Project.

Alongside activities fulfilling our charitable purpose, we run a financially sustainable community site. We combine income generated through the Hub with fundraising, grants and partnerships to cover our costs, maintain our facilities and support activities that deliver community benefit.



Our Governance and Finance

Black Prince Trust is governed by a Board of Trustees, co-chaired by Paula Dale and Lee Martin, supported by Vice Chair Louise Thomson. A senior management team, led by the Chief Executive, manages day-to-day operations. Trustees support the Trust's work through three subcommittees: Risk and Finance, Community and Site Development.

We are recruiting trustees to broaden the Board's skills, experience and perspective, strengthen our governance and help shape the Trust's future. This includes taking forward recommendations from an independent governance review.

The Trust's annual income is approximately £1.1 million, drawn from site revenue, corporate partnerships, fundraising, charitable trusts and foundations, and public-sector partners.

Black Prince Trust is a registered charity and a company limited by guarantee, accountable to the Charity Commission and Companies House. As a recipient of Sport England funding, we are also subject to the Code for Sports Governance.





Our Community and the Board We Want to Build

Equality, diversity and inclusion are central to Black Prince Trust's work. Our programmes help people overcome barriers to participation in sport and physical activity, and we want our Board to reflect that commitment.

We are building a Board that brings together the skills, experience and perspectives needed to support the Trust's future and better reflect the communities we serve. We particularly welcome applications from people who live, work or have strong connections in Lambeth and the surrounding boroughs, and from those who access our facilities and programmes.

You do not need previous trustee experience to apply. We welcome relevant skills and experience gained through professional, leadership or community roles, alongside community knowledge and lived experience. Any specific experience required for individual vacancies will be clearly set out. New trustees will receive an induction and support to help them contribute confidently.

We will make the process as accessible as we can. Reasonable adjustments through the application and interview process are available on request.

If you are interested but unsure whether the role is for you, please get in touch for an informal conversation.



Role Description

Renumeration and Expenses	This is a voluntary, unpaid role. Reasonable expenses, including travel and childcare costs incurred in carrying out trustee duties, can be reimbursed in line with the Trust's expense policy.
Location	Board meetings ordinarily take place at the Black Prince Community Hub, Kennington, Lambeth, SE11 6AA. In-person attendance is encouraged, with remote attendance available where needed.
Liability	Trustees hold no financial risk. Trustees have a maximum financial liability of £1 (under Charity Commisison guidelines), and BPT carries Trustee insurance to protect Trustees from further liability in the event of governance-related issues.
Time Commitment	Four Board meetings each year, with time for preparation, the AGM and participation in a subcommittee as agreed. Subcommittees usually meet before Board meetings, with additional meetings as required. Trustees should also allow time for induction, training and occasional discussions or events between meetings.
Term of Office	Trustees may serve for a maximum of nine years from the date of their first appointment. After this, they must take a break of at least one year before they can be reappointed.



Principal Responsibilities

Trustees share responsibility for Black Prince Trust's strategic direction, good governance and financial sustainability. They bring their skills, experience and judgement to Board decisions, ensuring the Trust fulfils its charitable purposes and serves its communities. Trustees are also directors of the charitable company.

Strategy and Community Impact

- Help shape and approve the Trust's strategy, priorities and plans.
- Review progress and outcomes, ensuring activities meet community needs and deliver meaningful social benefit.
- Bring community knowledge and different perspectives into Board discussions.

Governance and Safeguarding

- Ensure the Trust operates in accordance with its Articles of Association and relevant legal and regulatory requirements.
- Support improvements to governance, accountability and transparency.
- Oversee risk management and safeguarding arrangements to help protect participants, staff and volunteers.
- Declare and appropriately manage conflicts of interest.
- Act in the Trust's best interests, exercising independent judgement and contributing to collective Board decisions.
- Act with integrity, declare conflicts of interest and respect confidentiality.





Principal Responsibilities

Financial Oversight

- Review and approve budgets, monitor financial performance and scrutinise significant financial decisions.
- Ensure the Trust uses its funds and assets responsibly, maintains appropriate reserves and plans for long-term sustainability.
- Balance the income needed to operate and maintain the Hub with the Trust's charitable objectives.

Board Participation and Development

- Prepare for and attend Board meetings, contribute to informed decisions and follow through on agreed actions.
- Participate in subcommittees or working groups as agreed.
- Support trustee recruitment, induction and succession planning, helping build a Board with the skills, experience and community representation the Trust needs.
- Take part in relevant training and reviews of Board effectiveness.

Support and Constructive Challenge

- Hold the Chief Executive and senior team to account for delivering agreed plans, as well as offering support and constructive challenge.
- Respect the distinction between the Board's governance responsibilities and the executive team's day-to-day management.

Advocacy and Relationships

- Act as an ambassador for BPT and protect its reputation.
- Where appropriate, use personal, professional and community connections to support partnerships, fundraising and the Trust's wider work.

Skills Experince and Values

Relevant skills and experience gained through professional, leadership, voluntary or community roles that will strengthen the Board.

Ability to consider the Trust's long-term priorities, exercise sound judgement and provide constructive challenge.

Good communication and listening skills, with the ability to work collaboratively and respect different perspectives.

Ability to understand financial information and contribute to financial oversight, or a willingness to develop this understanding through training and support.

Commitment to inclusive sport, physical activity and wellbeing, and an appreciation of the communities BPT serves.

Willingness and capacity to devote the time needed to fulfil the role.

Personal integrity, accountability and respect for different backgrounds, cultures and perspectives.

Qualifications and Values

We welcome applicants from a wide range of backgrounds. Formal qualifications are not generally required to become a BPT trustee, but applicants should bring relevant skills, knowledge or experience that will strengthen the Board.

Some vacancies may require specialist expertise or qualifications, for example in finance or safeguarding. Any specific requirements will be clearly stated in the vacancy information.

We are looking for trustees who demonstrate:

- Commitment to BPT's charitable purpose and the communities it serves.
- Respect for different backgrounds, cultures and perspectives, and a commitment to equality, diversity and inclusion.
- Willingness to listen, learn and work collaboratively with fellow trustees and staff.
- Personal integrity, sound judgement and accountability.

We are particularly interested in hearing from people with expertise and experience in:

- Safeguarding
- Fundraising
- Health and Wellbeing
- HR
- Children and Young People
- Finance and Auditing

We would also welcome applications from people with experience in:

- Provision of Sport and Physical Activity in the Community
- Lambeth's Communities and Local Networks
- Strategic Partnership Building
- Equality, Diversity and Inclusion (EDI)

Qualifications and Values

We know that strong governance and better decision-making come from a diversity of perspectives, backgrounds and lived experiences. That's why we're committed to building a Board that better reflects the communities we serve.

We particularly welcome applications from local Lambeth residents and people whose backgrounds and lived experiences reflect those of our community users. We actively encourage applications from groups currently under-represented on charity boards, including younger adults, disabled people, LGBTQIA+ people, and people from Black, Asian and other ethnically diverse communities.

Whether you're an experienced Trustee or considering your first Board role, we'd love to hear from you. You don't need to be an expert in sport, what matters is that you share our commitment to inclusion, opportunity and improving lives through community activity.

Eligibility and appointment checks

Trustees must be eligible to act as both a charity trustee and a company director, and must not be disqualified from either role.

Candidates will be asked to complete a Trustee Declaration confirming their eligibility and declaring relevant interests. Appointments will be subject to appropriate checks and references, including a Disclosure and Barring Service (DBS) check where required and appropriate to the role.

Recruitment Process

How to apply

We invite candidates to submit a CV and complete the short application form, setting out your motivation for the role and how your experience aligns with the areas of expertise required, as set out in the vacancy advertisement.
Complete Application and upload your CV by clicking here.

The closing date for applications is Tuesday December 1st at 23:59.

Pre-application conversations

Pre-application informal discussions are warmly encouraged. Our Chief Executive, Richard Joyce, would be happy to facilitate an informal conversation with a member of the Recruitment and Nominations Committee or another trustee.

This will provide prospective candidates with an opportunity to learn more about the charity, the trustee role, the Board and the recruitment process before submitting an application
To arrange an informal conversation, please contact Richard at **richard@blackprincetrust.org.uk**.







Recruitment Process

Applications will move through the following stages:

1.Initial eligibility check, confirming that candidates meet the essential requirements set out above and are not disqualified from acting as a charity trustee or company director.

2.The Nominating Committee drawn from the existing Board will shortlist candidates against the stated requirements of new Trustees.

3.A separate panel of trustees will interview candidates, focusing on their work experience, lived experience, skills, motivation, and approach to the role's principal responsibilities.

4. The Board will approve appointments following satisfactory references and completion of the appropriate appointment checks, including a DBS check where required and appropriate to the role.

Accessibility and inclusion

Reasonable adjustments through the application and interview process are available on request. Please tell us what would help.

The full recruitment timetable, including the closing date for applications, shortlist notification, and interview window, will be confirmed at the point of advertising.









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