



Director/Treasurer

South Lockleaze and Purdown Neighbourhood Group C. I. C.

Context

South Lockleaze and Purdown Neighbourhood Group (SLAPNG) is a Community Interest company that has been running for 3 years. In May 2016 SLAPNG took over The Old Library through a Community Asset Transfer following the closure of Eastville library. We have a formal lease from Bristol City Council and are responsible for the upkeep and running costs of the building. The Old Library Eastville is a community space and trust library run by local volunteers. It is a fantastic resource for the neighbourhood and is used by various community groups and local people. Primarily The Old Library is run as a community hub (currently 3 days a week) with a café and is hired for meetings, functions and other events.

About the Directors

The Directors are a small group of 5 local residents, who are passionate about the cause and are invested in making the most of The Old Library for the whole community. We have recently grown the team from 3 to 5 and are now looking for another director to take on the role of treasurer. The treasurer will take care of the finances for The Old Library but the overall responsibility will lie with all directors. This is a great chance to be part of a friendly team who are passionate about the community project.

Expectations of the Directors

- This is a voluntary role with no remuneration but we do provide training, support and social events for all volunteers.
- The board will meet at least monthly and we do try to make all meetings flexible so that people can attend. We are seeking Directors that have this time to offer and could attend most meetings.
- Board Meetings will be focussed on active decision making on governance, strategy and plans, and on ensuring actions and plans are followed through.
- As an informal organisation Directors may also be called upon to assist or advise volunteers or the Volunteer Coordinator on an ad hoc basis if appropriate.
- In addition Directors are encouraged to be involved with significant events and general promotion of the activities at The Old Library
- This is a governance role. You will have legal responsibilities as a Director of this Community Interest Company. Please see the Companies House website for information on Directors responsibilities.

- It is not a prerequisite to live in the area but as a community led organisation we encourage applicants who feel as though they have the time and skills to apply.

Treasurer job spec

- Managing bank account
- Set up appropriate systems for book-keeping, payments & petty cash
- Ensure everyone handling money keeps proper records and documentation
- Ensure that appropriate financial systems and controls are in place
- Oversee and present budgets, accounts and reports/financial statements to the board
- Present revised financial forecasts based on actual spend
- Ensure use of funds complies with conditions set by funding bodies
- Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls

What we are looking for

- Committed people who understand the nature of community development at the grassroots level.
- Preferably someone who has had prior experience in finance and accounting, and has experience of being a manager, Director or Trustee of a community group. We also encourage applications from those with significant community development experience that have not held senior positions.
- Essential qualities that we are looking for as a director:
 - Commitment to the values and vision of the project (see attached summary from the volunteer handbook)
 - Ability to inspire and motivate the wide range of volunteers involved
 - Strong organisational and communication skills
 - Effective team working
 - Ability to develop strategies to help ensure the sustainability of the Old Library
 - Experience in maintaining and reviewing policies and procedures

The Old Library is a warm and kind environment where you will meet people from the local community and further afield. This rewarding role is one in which you will get to see your ideas materialise and you will be ensuring the survival of a project that is a great lifeline for many people.

If you are interested in applying for this position then please fill in the application form found on the website or hardcopies at The Old Library and return it to directors@theoldlibrary.org.uk or post/drop in to Emily Shimell at the Old Library, Muller Road, BS5 6XP by 1st December 2019.

The Old Library, Eastville - Our Vision

There are three ethical principles underpinning everything we do:



These principles help us run The Old Library.

We want to see a world in which people are treated fairly and equally, where people feel safe and wanted, where we make considered choices. We want to look after our community and our green space, and the natural world as a whole. We want everyone to feel included at the Old Library.

These principles will influence the choices we make about all kinds of things including the kind of electricity provider we use, the kinds of materials we use in the building, the cleaning products, and the soft drinks we sell, our choices in the garden, our waste & surplus, and how we speak to each other and the people using the space.

They also influence the choices we have made about how we make decisions and how we operate as an organisation.

Sharing, collaborating, and helping each other

The original purpose of our building was a library, a place for sharing knowledge. We want to continue and extend that with an attitude of sharing skills, collaborating, sharing knowledge and resources, and helping each other out. This will help us build a strong community and a strong organisation. If you have skills you want to share, just let us know.

Positive action for our community

We want to inspire and educate our community to value their neighbourhood and to make a positive contribution, leading by example.

For the benefit of the community, not personal gain

The cost of the hire space is as low as possible to ensure we sustain the building's running and maintenance costs whilst ensuring the space is used to its fullest, without concern for

profit. We will try to make sure we provide a wide range of activities and events to positively impact as much of the community as possible.

Respect for volunteers and taking responsibility

The challenges in a volunteer run space are pretty unique. All volunteers will have the chance to take ultimate responsibility for their work in the Group and drive projects forward. All volunteer contributions are valued and we respect each other's skills and experience. We know the value that can come from working together.

Sustainability

We aim to be as sustainable as possible, generating our own income and reducing, reusing, and recycling materials across the building to reduce our environmental impact where possible.

Openness and inclusion

We want The Old Library to be a safe space and we will work hard to make our space as accessible as possible to everyone