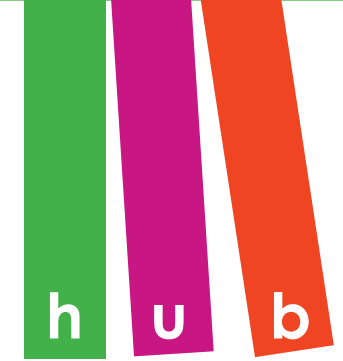




Upper
Norwood
Library 

**The Upper Norwood Library Trust
Recruitment Pack**



Introduction from the Chair of Trustees

Thank you for your interest in joining the Board of Trustees at The Upper Norwood Library Trust (UNLT) It is an exciting time to join UNLT as we deliver on our 2023 – 2026 Strategy focussing on the following areas:

Strategy: to solidify our new business strategy for the Trust in 2023 and to rebrand UNLT

Financial: to be self-sufficient and sustainable, generating the amount we need annually to meet our objectives

Operational: to professionalise our organisation and lay the foundation for a positive culture

Programmatic: to solidify our activities and to launch new programmes across London

Purpose: to have a tangible positive impact on local residents and the communities we serve

This application pack gives you information about The Upper Norwood Library Trust, your role as a Trustee and the particular skills we are looking for. Please visit our website <https://www.uppernorwoodlibraryhub.org/> to find out more about our work. If you have any further questions or would like an informal and confidential discussion about the role you can speak to me or the UNLH Director, Jenny Irish, by getting in touch through info@unlt.org.uk

Clare Paget, Chair of Trustees

We are seeking three new Trustees to complement our existing Board and support the charitable business as it develops. If you are passionate about the importance of inclusive spaces for learning, wellbeing and the arts that support local communities and protect and sustain libraries, this is the right voluntary role for you.

Who we are looking for?

In this recruitment round, we are looking to increase the diversity of our Board and representation from the communities we serve. We particularly welcome applications from people from ethnically and culturally diverse communities, as well as people with disabilities and other groups with protected characteristics. We are specifically seeking applications from individuals for the Chair and Treasurer roles as well as Trustee roles and have identified specialisms we could benefit from across:

- Property & Estate Management

Becoming a UNLT Trustee is a great opportunity to contribute your knowledge and

experience to an organisation that really makes a difference to the local community, libraries and communities more broadly through our outreach work across London.

What are we looking for in our Trustees?

No particular qualifications are required to become a Trustee: our Trustees have a wide variety of skills and experience. You may have business experience, an existing or former role in the education sector, contract management, commissioning services, experience of fundraising or have direct experiences of the issues we seek to address. What is important, is a commitment to UNLT and its objectives, and a willingness and ability to provide strategic advice on how to develop and improve our services for the future. Becoming a UNLT Trustee is a great opportunity to contribute your knowledge and experience to an organisation that really makes a difference. We actively encourage members of the local community to apply and training will be offered to support the transition into a Trustee role. Trustees will be expected to carry

out a three-year term which may be extended for a maximum of a further four terms in each role.

Induction and training of new Trustees

To enable Trustees to properly carry out their roles, new appointees will be given an induction including a "buddy" from among the existing Trustees to help settle in, a policy pack, the organisations' constitution, key strategic documents, and opportunities to meet staff and visit UNLH and UNLT outreach programmes. The Trustee role description and person specification are set out in the following pages.



About the Upper Norwood Library Hub (UNLH)

The Upper Norwood Library Hub (UNLH) is situated at the intersection of five London Boroughs (Croydon, Lambeth, Bromley, Southwark and Lewisham) and provides a wide range of opportunities for the local community in learning, wellbeing and the arts. We work in close partnership with the library service and other statutory and voluntary sector partners, embedding us in the heart of multiple south London communities. Our library hub operates a community programme focusing on sharing and learning, health and wellbeing, as well as venue, performance & outreach activities. We promote equality through information, education, wellbeing and creative programmes that offer open access and widen participation. UNLH is managed by the Upper Norwood Library Trust (UNLT - an independent charity), formed in 2012 by local residents when the library was under threat of closure primarily in order to ensure that a home was maintained for the local authority library service. A strategic priority is that we are 'of', not 'for', our community to ensure the resident voice is central within the organisation.

Vision: To provide lifelong learning and opportunity for local communities

Mission: Designing inclusive spaces for the arts, wellbeing, and learning that support local communities and protect and sustain libraries

Our Values

- **Inclusivity:** open to all, accessible for all members of our diverse multicultural society
- **Initiative:** creativity with integrity
- **Collaboration:** committed to working together, monitor, reflect and learn



Organisational structure

The Trustees are responsible for overseeing the overall management and strategic direction of UNLT and ensuring the charitable business stays focused on its purpose. The Director is appointed by the Trustees to manage the day-to-day operations. UNLT services are delivered by a dedicated core staff team, casual workers and volunteers without whom our work would not be possible.

Organisational funding

UNLT is funded through a mix of local and national grants and trusts, local authority funded grants and contracts, community fundraised income and generates income through room hire and an exciting programme of community learning, wellbeing and arts events.

Our aim is to further diversify our income base and generate a larger proportion of our income from our community asset across the next 3 years to ensure we are a sustainable organisation for the future. More information on our work can be found on our website <https://www.uppernorwoodlibraryhub.org/> and you can find our past annual accounts on the [Charity Commission website](#)

