



**TRUSTEE
RECRUITMENT
PACK, 2024**

**LITTLE
VILLAGE**

**Baby things,
big impact.**

WELCOME



Welcome

Our vision is for every child to have the essentials they need to thrive.

Are you passionate about tackling child poverty and motivated by Little Village's values of Love, Solidarity, Thriving and Sustainability? Do you believe in our model of bringing families together to help each other? Would you enjoy contributing to the development of an ambitious and relatively young organisation?

If so, you could be one of the people we're looking for to help support Little Village on the next stage of our journey. We're ambitious to expand our work with families in London and to further build our work as a 'force for change' to tackle child poverty. To help achieve that, we're looking for new Trustees to join our board in 2024.

As our organisation continues to grow at pace, we are looking for some specific expertise as well as more general experience. We would like to appoint one trustee with experience of raising charity income and engagement. We'd also like to attract one or two other trustees with more general experience, especially a commercial or entrepreneurial background. We are keen to broaden the diversity of skills and experience on our Board and would particularly welcome applications from people with lived experience of poverty (as a parent or as a child), and those with volunteering experience (at Little Village or elsewhere). We are also conscious of the

need to create a gender balance on our board and so are also looking for more male applicants.

We don't need you to have any previous experience of a board role. We are looking for people who really care about the work we do and are able to contribute to the work of the board. We are committed to supporting you to develop new skills in your role as our Trustee, for you to take beyond your time with us.

If joining the Little Village family sounds interesting, we are very much looking forward to hearing from you.

Olivia Gillan-Bower,
Chair of the Board of Trustees



ABOUT LITTLE VILLAGE



Little Village makes a big difference to families with babies and young children living in poverty across London. Via our network of baby banks we pass on loved goods from one family to another – clothes, toys and equipment – so that many more babies and young children have the essential things they need to thrive.

Families either visit a Little Village hub, or items are packed with care and delivered to their home. But it doesn't stop there. We also connect families into a wider network of support, helping them to build and extend their own 'village'. And we raise our voices for change; sharing the stark realities of too many children's lives in London.

Thanks to the generous donations of loved items, precious time and money, since we launched in 2016, Little Village has supported more than 32,000 children.

Our values of love, solidarity, thriving and sustainability are at the heart of everything we do.



Our vision and mission



Our vision

For every child to have the essentials they need to thrive.



Our mission

To bring about change for children and families through the power of sharing, reusing and connecting.

Often, it is a lack of suitable clothing that keeps families trapped inside. One parent told us what it means to them to receive items from Little Village:

"It's had an impact on our wellbeing, a little push. Because there was no clothes to go out with, we were just indoors. But when the items came, we had something to put on for the kids and we went out, for a stroll, to play."

Our values



Solidarity

We bring people together across economic and social divides, united in a shared belief that every parent deserves to give their kids the best possible start in life.



Love

Everything we pass on to families is a gift, not a handout. We see love as an action – an act of donating precious baby kit, of volunteering valuable time and of offering solidarity during tough times.



Sustainability

We achieve our mission whilst treading lightly on the planet, joining forces with other parts of the circular economy to reduce waste and promote re-use.



Thriving

This means having a sense of agency, belonging, and hope. And these are the qualities we focus on in how we work as well as what we do.



ACHIEVEMENTS OF THE YEAR

In 2023, we...

Supported

8,529 children



Gave

7,747 coats
so children can stay warm and dry



Gifted

1,407 baths or bath supports
so parents can create bath times that are safe and fun



Passed on

23,313 toys
to provide hours of learning and play



Gifted

2,385 ways for families to get out of the house
for big and little adventures



including
1,081 buggies

Passed on

15,573 pairs of shoes
so that children can have well-fitting and weather-appropriate footwear all year round.



Packed

11,747 clothing bundles



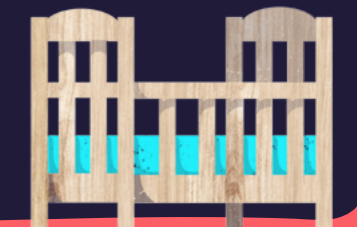
with the help of

34,000 hours
given by
1,024 volunteers



Gifted

21,456 books
to unlock big imaginations and special bedtimes



Gave

1,916 safe places to sleep
helping everyone in the family to snooze soundly



JOINING OUR BOARD

What Trustees do

Trustees, along with our families, volunteers and staff, are one of the four key groups of people who make up Little Village.

We need your life experience, knowledge and skills to ensure that we continue to be relevant and fulfil our purpose.

As a Trustee you will be part of the Little Village team that:

- Sets our direction and purpose
- Connects us to our communities
- Supports our staff who manage and run the charity
- Promotes and always acts in the best interest of our charity

What we're looking for

When recruiting new Trustees to our board, we look for people who are:

- Collaborative and flexible
- Able to represent and speak for Little Village
- Able to offer constructive challenge and think creatively
- Committed and responsible
- Passionate about our cause and our values

We always aim for our Trustee board to have a mix of skills and backgrounds and we currently have a specific skills gap on our board around **Income & Engagement:**

We are looking for someone who can work with our Trustees and Management Team to support the long-term strategic direction of Little Village's audience engagement and income generation, helping us to increase awareness of and engagement with the charity to deliver more diverse and sustainable forms of funding. You will be an experienced professional with a proven record of success in brand building and income generation, who feels excited about investing their passion and wisdom in helping us to give more children the things they need.

We are also looking to add more **general trustees** to our board:

We're conscious that due to recruiting for specific skills needs recently, we haven't created as much space for 'all round' trustees who can bring a wider perspective and broader experiences to bear. We are looking for one or two people who fit this profile and we're particularly keen to hear from those with a commercial or entrepreneurial background and to encourage applications from people with experience of volunteering at Little Village or elsewhere.

In addition, we want our board to reflect the communities we work in and to have a range of different voices within it. We know that diverse groups of people make better decisions. We also know that we will be stronger and more relevant as a board that reflects the diversity of our Little Village family. That's why we are particularly keen to receive applications from under-represented groups including: people from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ people, people with disabilities, people with lived experience of poverty either personally or through family, experience of the care system, non-graduates and first-in-family graduates. We have a very female heavy board, and would also therefore really welcome male applicants.

Time commitment

Our board meets four times a year, typically in central London for about three hours, as well as holding an annual strategy away day in June/July.

Trustees often also sit on a sub-committee or sub-group such as Finance or Remuneration, or they offer additional support and advice when needed – this could be by supporting on fundraising or recruitment or by advising on the tone and content of our communications to make sure they are accessible.

It's really important to us that Trustees are fully engaged in the work that Little Village

does and that they regularly interact with families, volunteers and staff members. Our Trustees all commit to doing regular volunteering sessions at one of our sites. Our volunteering sessions take place in the day or during the evening, and attendees are welcome to bring their children (with prior arrangement). Many of our Trustees also act as a 'link' Trustee for one of the senior management team, either on a regular basis or for a specific project or initiative.



The impacts of sharing essential items with families go beyond simple material provision. As one mum put it:
"Helping my children also helped me as a mum, and us as a family."

We are keen to work with Trustees to run our meetings in ways, at times and at places that are as accessible as possible. We're always happy to pay travel and childcare expenses to enable Trustees to attend.

Trustees are normally appointed for three years. This term is sometimes then extended for a further three years to a maximum term of six years.

Our other Trustees

Our other Trustees come from a range of backgrounds in the charity, public and private sectors. Some have previous experience of being charity Trustees, some are newer to board membership. You can read about them [here](#).

Support for Trustees

We start by working with you to identify how to fulfil your potential as our Trustee. This could include:

- a. support for you to grow into your role, for example taking part in training on governance or accounting or meeting with you in advance to talk through papers
- b. development for us to become more inclusive e.g. in terms of how or when we run our meetings
- c. identifying the best ways in which to work together, for example using WhatsApp to flag when a decision has

been requested via email, or holding certain meetings virtually.

We provide all new Trustees with a comprehensive induction which introduces them to the work that Little Village does and enables them to meet staff and volunteers. We will also provide continuing support for Trustees. Every new Trustee is partnered with a 'Board Buddy', another Trustee who's happy to be on hand for advice and support.

We want all our Trustees to contribute to the work we do, but we hope in return that their engagement with Little Village is a development opportunity for them too.

Our Chair conducts an annual review with each Trustee to ensure that they are supported in their role, able to make a full contribution at meetings and that they have been able to use their position as a Trustee to help with their own development. We are also committed to reviewing our board culture and inclusivity annually.

Want to find out more before putting in an application?

If you'd like an informal and private chat about being a Little Village Trustee, and what it might involve, we would encourage you to get in touch. To organise a chat with either our CEO, Sophie Livingstone, our Chair, Olivia Gillan-Bower, or our trustee Kate Husselbee, please contact Vikki at Victoria@littlevillagehq.org

HOW TO APPLY

How To Apply

Applying to become a Little Village Trustee

If you'd like to apply to be a Little Village Trustee, please submit answers to the following questions. You can write your answers in this [online application form](#) or record them as a voice note or video. We would also encourage you to include a copy of your CV if you're able to. Please illustrate your responses with examples or evidence from your own life experiences – these could be from your working, volunteering, community or personal life.

- Why are you interested in joining Little Village specifically? (300 words or 3 minutes)
- How do you relate to our values – solidarity, love, sustainability and thriving? (300 words or 3 minutes)
- What knowledge, skills and experience have you gained in your life that you would bring to our Board? (500 words or 5 minutes)
- How would you make a difference to Little Village? (200 words or 2 minutes)

We will also invite you to complete an anonymous [equality and monitoring form](#). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes only. The information won't be seen by any person involved in the selection process for the Trustee role but will enable us to monitor how we are doing against our diversity and inclusion commitments.

Please submit your application by **9am on Monday 30th September 2024**.

“At the time when I came to you, I was really struggling. I had applied for Universal Credit and not received it yet. I was asking friends to loan me money because I had nothing. You guys were the difference between me not having anything and actually being able to feed my family.”

— Parent; signposting and guidance survey

Recruitment timetable

We're aiming to keep to the timetable outlined below so that we can have new Trustees on board by the end of 2024.

Interviews will be conducted remotely via Zoom or MS Teams. If you need additional support with this then please do let us know what you need and where we can help to make this accessible.

Informal conversations

Weeks of 9th September, 16th September, 23 September

Application deadline

9am, Monday 30th September

First interviews

Monday 21st October (candidates with income generation experience)

Tuesday 22nd October (candidates with general experience)

Candidates will meet a panel comprising staff and trustees.

Second interviews

Tuesday 5th November

Candidates will meet a panel comprising staff and trustees.

Board meeting

Morning of 10th December



Appendix Trustee Role Description

Main duties of a Little Village Trustee

- Ensure that Little Village is carrying out its purpose for the public benefit. Understand its purpose, its objectives, be able to explain them, and ensure they are adhered to
- Ensure that Little Village is complying with its governing document, legal obligations and statutory and accounting reporting requirements
- Be able to demonstrate that Little Village is well run and effective
- Act in Little Village's best interests. Contribute to setting the strategy and ensuring targets and performance are measured
- Manage Little Village's resources responsibly (including its assets, finances, reputation and values)
- Act with reasonable care and skill. Apply your skills and experience to offer challenge and advice

Key commitments of a Little Village Trustee

- Prepare for, attend and actively participate in Board meetings
- Join and attend any relevant Board sub-committees
- Attend volunteering sessions
- Use networks to champion and promote Little Village
- Support staff members to improve operations by bringing specialist skills and knowledge
- Be aware of, and abstain from, any conflict of interest



**"I CAN'T TELL YOU
HOW GRATEFUL I
AM TO EVERYONE
WHO DONATED. THE
HELP HAS BEEN
LIFE-CHANGING."**

— Parent we supported



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