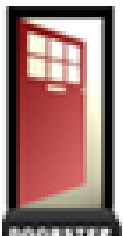




Trustee Recruitment Pack



Doorstep Homeless Families Project



About Doorstep

Founded in 1982, Doorstep provides families experiencing homelessness and living in temporary accommodation in the London Borough of Camden with access to services and emotional and practical support to feel secure and underpin a good quality of life. Doorstep works to create opportunities for families whilst supporting families to make the best use of any opportunities that arise.

Doorstep services include:

- Information, guidance and support
- Opportunities for children and young people to play, learn and develop their potential at our after-school club, crèches, youth project and drop-ins.
- A special activities and outings programme during the summer and school holidays.
- Joint activities with partner organisations.
- Regular creative and educational activities for adults.
- Information, support and guidance.
- Weekly 'bazaar' giving access to free, nearly new clothing, books, baby equipment and other essential goods donated by the wider community.
- Free daily access to laundry facilities.
- Family food and hygiene packages.
- Healthy snacks and meals

Through these activities and services, Doorstep aims to create a community of growth, healing and a sense of belonging that enables children and families to gain strength and confidence as they engage in society and press forward with their future.

Doorstep occupies the basement of three terraced houses at Levine and Abbots Hostel, accommodating 45 families. We are set up in such a way that we can provide a unique space for families to experience a safe and 'homely' environment conducive to creating a nurturing community, which is essential for the welfare of our families (our service 'users').

We are looking for Trustees to join the Management Committee who can bring fresh perspectives and insight through their lived and professional experiences. We want our Management Committee to be a group of people who reflect and represent the nature of our work and our service users. Our Trustees are vital to us, helping us to be clear about how and why we do things and offering insights that help us to ask and answer questions to make a positive difference to the families.

Being a Trustee is not just about what you can give to Doorstep but also what you will gain from the experience:

- Insight into different sectors and ways of working,
- Chance to grow personally and professionally,
- Be part of a talented and successful team that makes a difference for people going through difficult times.

“It has given me a lot of support in so many different ways. I’ve made friends, and I have help in every moment that I need it.”

Doorstep Service User

Organisation

Doorstep is a company limited by guarantee and a registered charity. The charity is overseen by the Management Committee (the Board of Trustees), chaired by Ali Jabeen.

We have a small but impactful team of employees whom Vicky Fox, our Executive Director, leads. 50% of the staff team have lived experience of homelessness, and 33% were previously service users.

Our Management Committee currently comprises:

- Ali Jabeen (Chair)
- Reena Malharkar (Treasurer)
- Lesley Adams
- Celia Carr
- Jessica Reddel
- Tseday Yilala

Our current Trustees have a range of backgrounds and professional experience, including health and social care, disability support, advocacy, finance, operations, risk management, legal and strategy. 16% of Trustees have lived experience of homelessness, a number we would like to increase to support our service users further.



What we look for in Trustees

It is not necessary to have had previous experience of sitting on a Management Committee or Board of Directors/Trustees. You do not need to have a particular background or level of education to be a Trustee or to have reached any particular milestone in your career.

Of more importance is a keen interest in empowering people who have experienced homelessness, alongside a willingness to contribute time, imagination and commitment to the role and to working together for our future success and resilience.

We welcome applications from all people who align with our strategy and vision. However, we would particularly welcome applications from people who are currently under-represented on our Management Committee, such as individuals:

- with lived experience of homelessness
- who identify as the Global Majority*
- who identify as male

** 'Refers to all ethnic groups except white British and other white groups, including white minorities. This includes people from black, Asian, mixed, and other ethnic groups who are often racialised as 'ethnic minorities' [NCVO](#)*

Whilst we would like to hear from applicants from a range of backgrounds and experiences, we are also particularly keen to hear from those with skills and/or experience in any of the following areas:

- Charitable fundraising
- Press, marketing and social media
- Human Resources

Please do not hesitate to get in touch if you have any queries about the role or are uncertain about applying because of your working hours, employment status, caring responsibilities, level of experience, socio-economic or cultural background or access needs. We would love to hear from you to talk about any concerns you might have.

Doorstep is committed to making sure every application is assessed solely on merit. We celebrate the diversity of our service users, employees and Trustees and provide an inclusive environment.



What we ask of you & what you can expect of us

We ask you:

- To develop a clear understanding of the responsibilities of being a trustee - more information can be found here: [For aspiring trustees | Getting on Board](#)
- To virtually attend 1 x 2-hour Management Committee meetings every 6-8 weeks and relevant sub-committee meetings as required. Management Committee meetings currently take place between 18:30 - 20:30 on Monday or Tuesday evenings – as agreed by Management Committee members.
- We encourage the good practice of attending all meetings having read all relevant documents, e.g. Directors report.
- Dedicate time to ad-hoc work. For example, when the recent GDPR legislation came into effect, trustees formed a subcommittee to write a policy and determine its impact on ' 'Doorstep's activities.
- To promote and champion ' 'Doorstep's work, values, ambition, and strategic direction.
- Timely responses to communication

Trustee roles are voluntary and unpaid.

You can expect:

- A thorough induction process, introducing you to Doorstep's work and the responsibilities of being a Trustee.
- Key training will be made available via local partners, e.g. safeguarding, governance and GDPR compliance. More information can be found here: [Training and Events - Voluntary Action Camden \(vac.org.uk\)](#).
- Timely notifications of Management Committee meeting dates and papers distributed in advance.
- A warm and welcoming meeting environment where debate and challenge are encouraged, and all Trustees are supported to express their views candidly.

“I am so grateful for Doorstep’s help – whether it’s a tin of beans, books which my children love, clothes or just being there with a smile – it means the most.”

Doorstep Service User

How to apply

To apply to be a Trustee at Doorstep, please submit a covering letter detailing your response to two questions (specified below) and a CV to Jess Reddel at jess@doorsteplondon.com.

The two questions we would like you to respond to on a covering letter are:

1. Why are you interested in getting involved with Doorstep?
2. What skills and experiences do you think you could bring to the Management Committee?

We would welcome the opportunity to make reasonable adjustments for interviews. Please contact X to discuss how we can support you in the application and interview process.

Closing date for applications **Monday 29th January 2024**

Interviews **February 2024**

If you would like an informal conversation to discuss this role further and find out more about our future plans, Jess Reddel at jess@doorsteplondon.com These conversations will not form part of our selection process.