



**Abney Park Treasurer Recruitment
Summer 2022
Information Pack**

Foreword from the Trust's Chair, Tom Walker

Thank you for looking at this pack and the accompanying role description. I have been Chair of Abney Trust since March 2020 and on the Board since September 2018. Working on Abney Park in the heart of the community where I have lived for over twenty years is a privilege and constant source of inspiration.

We are looking for a new volunteer Treasurer to join our Board of Trustees. It is a very exciting time for Abney Park. The National Lottery Heritage Fund project is well underway and will complete by early 2023. Run by Hackney Council, this will transform the park. The Trust is a very active partner in the design and implementation. We will run many of the activities that will form part of the restored park.

The Trust has a proud heritage over the decades of working to restore the park and encourage community use. We are a small registered charity with two staff. The Trustees play a very active role in the Trust's business. As well as the formal responsibilities of being a Treasurer we are looking for someone with knowledge and a passion for Abney including its history, ecology and/or community role.

The Trust is in a good financial position and our current Treasurer has done a brilliant job over the last four years. Now is a chance for someone to build on all that work as we enter a new chapter. *You don't need to be a finance professional.*

This pack provides a summary of the Trust, information about what we are looking for and some background on being a Trustee. We look forward to receiving your application to be part of the committed team who nurture and cherish one of London's most magical landmarks.



Tom Walker, Chair of Abney Park Trust





About Abney Park Trust

We are a registered charity and limited company. Our charitable aims include are set out in our articles.

In financial year 2020/21 our income was £68k and outgoings were £48k.

We publish an annual report and accounts each year. You can read these [here](#).

Our website is abneypark.org. It has information about the park and many recordings of recent tours and events.

Our main activities include:

- Events like historic walks, tours
- Music events in the chapel
- Small visitor centre and shop
- Volunteer coordination
- Community events
- Grave search and grave maintenance
- Monument restoration
- Fundraising activities

During COVID all our activities were postponed or moved online but we are up and running again with regular in person events.

Abney's finances at a glance

Our core costs are roughly £50k per year, the bulk of which is salaries and overheads.

We seek to do special projects, for example monument restoration.

We have to raise income each year and when signing off our accounts in October the Board has to consider whether we are a going concern.

In terms of income we:

- Receive a core grant of £20k per year from Hackney Council
- Receive a grant of £4k from the Commonwealth War Graves Commission
- Benefitted during COVID from a number of small grants to keep us going, and an “emergency” funding campaign
- Generate revenue from grave searches, events like walks and tours, donations and campaigns
- Run campaigns like our current one to raise £5k to install a permanent memorial to Margaret Graham, the first British woman to fly solo in a balloon and who currently lies in an unmarked grave.



Our May Stall which raised £500, celebrating 182 years of Abney Park Cemetery

General Requirements for a Trustee

(1 of 2) - [separate Treasure role spec available]

Position

Trustee of Abney Park Trust (voluntary)

Accountable to

Members, Companies House, Charity Commission, funders and other regulators

Purpose

Trustees have ultimate responsibility for the organisation, including finance, organisational strategy and staff

Key responsibilities

With other trustees to hold the charity in “trust” for current and future beneficiaries by:

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused in achieving these;
2. Being responsible for the performance of the charity and for its corporate behaviour;
3. Ensuring that the charity complies with all legal and regulatory requirements;
4. Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. Ensuring that the charity’s governance is of the highest possible standard.

Overall responsibility

- Trustees have and must accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.
- Trustees are responsible for the recruitment of the team members, and for ongoing monitoring of their work in the day to day running of the organisation.

Compliance

- Ensure that Abney Park Trust complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares its Annual Report and accounts as required by law
- Ensure that Abney Park Trust does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there
- Comply with the requirements of other legislation and other regulators that govern the activities of the charity
- Act with integrity, and avoid any personal conflicts of interest or misuse of Abney Park Trust funds or assets

General Requirements for a Trustee (2 of 2)

Duty of prudence

- Ensure that Abney Park Trust is and will remain solvent
- Use charitable funds and assets reasonably, and only in furtherance of Abney Park Trust's objects
- Avoid undertaking activities that might place Abney Park Trust's funds, assets or reputation at undue risk
- To maintain absolute confidentiality about all aspects of trustees' business, bearing in mind the overriding legal obligations placed upon trustees

Duty of care

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient;
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.

Other duties

In addition to the above statutory duties, each trustee is expected to use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve:

- Scrutinising board papers;
- Leading discussions;
- Implementing activities or taking follow up action on behalf of Abney Park Trust
- Providing guidance on initiatives;
- Other issues in which the trustee has special expertise.

Length of term

There is no required limit, but we expect Trustees to serve at least three years

Time commitment

- Bi-monthly board meetings a year in Stoke Newington, North London - in the evening lasting max two hours, plus committee meetings and active volunteering
- Sub-committee involvement as required
- Attendance at Board induction

Other requirements

- Sign a declaration of eligibility to act as a trustee
- Sign a register of interests upon appointment, to declare any potential conflicts or interests
- Sign a trustee code of conduct

How to apply

Please send us a short CV and covering letter (2 pages maximum) explaining why you would like to be the Treasurer of Abney Park Trust and the skills you would bring to the specific role of Treasurer..

Please send them to: Info@abneypark.org marked “Treasurer Recruitment”

You can also email any questions you have and we will try to answer them.

We’re accepting applications on a rolling basis.

We will confirm receipt of application and we will invite successful candidates for an ‘informal interview’ with two or three of our existing Trustees.

If you are successful we will need to certify the formal requirements before appointing you to the Board. The current Treasurer intends to stand down in November so there will be an extended handover.

We look forward to receiving your application.

The Trustees of Abney Park Trust





Further information

Here are a few useful background links about the Trust and becoming a Trustee

Abney Park Website – <https://abneypark.org/>

Who we are – details about the Trust including our annual report and accounts
<https://abneypark.org/abney-park-trust>

[Details about the National Lottery Heritage Fund Restoration Project](#)

[Charity Commission Page on Abney Park](#) – overview information

[Charity Commission Guide to Being a Trustee](#) - *The essential trustee: what you need to know, what you need to do*

[Seven Principles of Public Life](#)

