



Introduction

The Patchworking Garden Project is a volunteer run charity (established 2015) supporting volunteers with a wide variety of physical and mental health needs through gardening, crafting and friendship. We have a strong identity within the local community and are known for increasing the wellbeing of those we support by valuing everyone's contribution unreservedly, enhancing self-confidence and encouraging, where appropriate, progression to other activities.

Under the charity we also run The Patchworking Academy which offers the opportunity to gain an internationally recognised City & Guilds qualification in Practical Horticulture Skills. The Academy seeks to address inclusion via employment-ready qualifications for adults facing challenging circumstances. Under the guidance of experienced and highly qualified therapeutic horticulture tutors, learners work at their own pace with a small group of other interested learners.

The Charity is run entirely volunteers and those whom we support are supported volunteers. Our trustees are also volunteers.

All our support volunteers are expected to live our values of 'be kind, be gentle, be non-judgmental and non-intrusive' and follow our guidelines for maintaining a safe, fun and welcoming space:

- Operate with integrity – be honest, loyal and fair to each other
- Strive to be good at what we do – focussing on our supported volunteers at all times, attending training sessions and aiming for continuous improvement
- Accountability and responsibility – if you say you'll do something, do it! Take responsibility if it doesn't go so well and sort it out!
- Communicate gently but clearly – listening, offer support and feedback, build supportive relationships, influencing positively
- Collaborate – be a team worker, muck in and contribute, be flexible and creative

Principle Responsibilities

As a charity, the Patchworking Garden Project has a Board of Trustees whose responsibilities include ensuring that the charity fulfils its objectives, and that money raised is not misused.

A Trustee has three main responsibilities:

1. Fiduciary - to hold the organisation in trust and ensure public confidence in all our activities
2. Strategy - to determine the overall strategic direction of the organisation
3. Critical friend - to provide both challenge and support to the leadership team

The duties of a PGP Trustee are:

- To ensure the charity pursues its charitable objects as defined in its governing document and specifically supports the communities and individuals it was set up for
- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity uses its resources exclusively in pursuit of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To give firm strategic direction to the organisation, setting overall policy, defining long term goals and evaluating performance against agreed targets
- To act reasonably and prudently
- To act collectively and in the best interests of the charity at all times
- To safeguard the good name and values of the charity
- To network appropriately to maintain the profile of the charity
- To ensure the effective and efficient administration of the charity
- To ensure financial stability of the charity
- To protect and manage the property used by the charity
- In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience to help the Board reach sound decisions. This will involve leading discussions, focusing on key issues and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

Chair role

In addition to the duties of a Trustee the Chair specifically is expected to:

- Lead the board to ensure its effectiveness in
 - Setting and implementing the charity's culture, direction, and strategy.
 - Approving the annual budget and risk management plan and monitoring these to ensure delivery.
- Focus the board on strategic matters, prioritising long-term goals and planning.
- Maintain high standards of governance, fostering transparency and ensuring the charity holds itself accountable to its stakeholders.
- Ensure trustee awareness and compliance with legal and regulatory requirements, including.
 - The requirements in their constitution and
 - The Charity Commission guidance on trustee roles and responsibilities
- Ensure that the trustee board regularly reviews its structure, effectiveness, delegations and key policies, and implements agreed changes as necessary.
- Liaise with the Secretary to arrange meetings, set agenda and chair meetings ensure these are well run and focussed on delivering the charity's work.
- Act as a representative and spokesperson for the charity.
- Manage trustee relationships to foster a positive board culture, including.
 - Ensuring the Board has the policies it needs.
 - Leading on the development and appraisal of Trustees
 - Encouraging them to support events and Fundraising.

We are ideally looking for someone with some Charity experience along with some or all the following skillset:

- To be able to engage, connect, communicate effectively and to listen to supported, supports, trustees, partners of the Garden and the wider public

- To have some understanding of the challenges supported volunteers may be facing and the key elements to being able to meet such needs
- To be passionate, motivated and committed to the ethos, mission and focus of the Garden
- To be committed to a collaborative way of working
- To be competent and confident about financial processes, financial governance and responsibilities
- To be able to recognise when external expertise is required e.g. legal and property advice
- To be able to lead with a leadership style that reflects the ethos and values of the Garden
- To have strategic skills that can help guide the future of the Garden that pays attention to changing needs/ideas/politics within the local community and wider society, including the challenges the Garden is facing, and will continue to face, with the changing climate/climate emergency/economic and societal issues
- To be willing to 'muck in' i.e. help out with running of Open Days/taking part in working parties etc
- To have extensive change management skills and be able to provide stable leadership during transition.
- To be personally resilient during challenging times and be able to make tough decisions.

Commitment to the Charity

The Chair is appointed for a term of three years and a second term of three years can be agreed.

The Trustee Board meet four times each year, generally in an evening. There is usually an evening event with the management committee once every year and an Annual General Meeting.

Trustees will also be invited to attend a range of other events arranged by the charity including fundraising event. It is hoped that every Trustee will be able to attend some of these across a year.

Trustees, including the Chair, are expected to attend all main Board Meetings. Trustees who fail to attend meetings on a regular basis will be asked to step down from the Board.

Between Board Meetings there is often other charity business to attend to, but this will generally be dealt with by phone and email. Prompt consideration of necessary issues is expected.

Generally the chair role requires on average 4-6 hours per week.