



# Trustee Recruitment 2025

Help shape the future of young people in  
Lambeth

CHAIR OF GOVERNORS: NICK PRIESTNALL  
CLUB MANAGER: TIM SAUNDERS • CLERK TO GOVERNORS: J. ORLOFF •  
HONORARY TREASURER: T. de VERE GREEN  
REGISTERED CHARITY No. 1123902 COMPANY REG No 6521183  
Website [www.alfordhouse.org.uk](http://www.alfordhouse.org.uk)

# Welcome from our Chair

## Hello and Welcome!

Founded in 1884, Alford House remains committed to its core mission: the well-being of Lambeth's young people. The need for Alford House is as great as it ever was.

We are a diverse, equitable, and inclusive organisation, championing these values in all our work. We are looking for new Trustees who will do so too.

This is a pivotal moment in our history. With significant investment in our facilities and a renewed strategic vision, we are transforming our organisation to better serve our community in the 2020s and beyond.

To achieve this, we need a strong Board of passionate and committed members. Following the recent retirements of longstanding Trustees, we are keen to recruit more. We are looking for a range of new trustees who can help us drive the organisation forward and reflect the community we serve.

If you think you can contribute to Alford House and its work with the young people of Lambeth, we would love to hear from you.



**Nick Priestnall, Chair of Trustees**





# About Alford House



Alford House empowers young people aged 8-21 by providing a safe and inclusive environment. We offer diverse activities and vital support services, helping young people achieve their full potential and preventing social exclusion.

Our dedicated team—comprising Trustees, staff, and volunteers—reflects the rich diversity of our community. Many team members bring lived experience of the challenges our young people face, ensuring that youth participation and co-production are central to our work.

Alford House operates as a financially self-sustaining charity, primarily through grants and facility lettings to theatre companies. To further enhance our services and facilities, we are currently undertaking a significant transformation, which includes multi-million-pound facility upgrades and a renewed strategic vision. This exciting period of growth presents a dynamic opportunity to join our organisation and help shape its future.

Alford House remains steadfastly dedicated to its founder, Frank Briant's enduring vision: "to promote the mental, moral, physical, and spiritual well-being of the young people of Lambeth". We provide challenging and supportive activities for personal and social development, offering a curriculum that educates, promotes equality and cohesion, and empowers young people through active participation.

As a Trustee, you will be instrumental in this transformation, helping to bring our vision to life by providing the essential environment and resources for our dedicated team.

**"Alford has opened my mind and helped me think in different ways and I feel I have gained someone I can talk to that really cares."**

Current Member

# The Role of Alford House's Board



The Board of Governors, also known as Trustees, holds responsibility for the overall governance and strategic direction of the charity. This includes developing Alford House's aims, objectives, and goals in accordance with its governing document and all legal and regulatory requirements.

Alford House deeply values diversity within its Board and actively welcomes applications from all members of the community. It is essential that the Board reflects the diverse stakeholder communities Alford House serves, ensuring it is optimally resourced to deliver the best possible services to the young people of Lambeth and their families.

Alford House is steadfastly committed to eliminating discrimination and promoting equality and diversity. This commitment extends across our workforce, employment practices, the work we undertake, and the provision of all our services. Furthermore, all Alford House staff and volunteers are expected to actively contribute to the promotion of Equality and Diversity.

**"As a young adult, my exposure to sport, travel and the arts was greatly enhanced by my time at the Club and continues to shape my life. The Club also provided myself and my peers with inspirational adult role models. Their impact remains with me to this day and certainly influenced my career choice."**

Former Member, Now School Headteacher



# Trustee Roles and Responsibilities



The Board of Trustees operates as a cohesive team, where each member holds individual duties while also sharing the collective responsibility to:

- Ensure Alford House adheres to all legislative and regulatory requirements and operates strictly within the confines of its governing document.
- Approve the annual business plan and budget.
- Oversee the effective and efficient administration of the Charity and its resources, consistently striving for best practice in good governance.
- Maintain sound financial management of the Charity's resources, ensuring expenditure aligns with our objectives, and investment activities meet accepted standards and policies.
- Always act in the best interest of the charity, its current beneficiaries, and future beneficiaries.
- Promote and develop the charity to ensure it maintains its relevance and continues to grow.
- Maintain absolute confidentiality regarding all sensitive or confidential information received during the course of their Trustee responsibilities.

**"I often look back on my memories of Alford House with such fondness. I am proud to have spent my younger years in a safe space surrounded by my peers and the fantastic team of staff whose impact on my life is evident and unapparelled. Now as a trustee of the club I am honoured to give something back and continue to support it. Alford House is – and always has been – home."**

Former Member, now Trustee

# Person Specification



Being a Trustee at Alford House carries a serious responsibility towards the young people of Lambeth, yet it is also a profoundly enjoyable and fulfilling role.

## **Personal Qualities – Essential**

- Commitment to the values and ethos of Alford House
- A collaborative team player
- Efficient and reliable
- Possesses common sense
- Integrity

## **Personal Qualities – Desirable**

- Experience of working with young people
- Knowledge of Alford House and/or the Lambeth area
- Experience within the charity/non-profit sector

## **Experience**

We particularly welcome applicants with expertise in the following areas:

- Youth work
- Charity Finance or Law
- Human Resources
- Marketing and Communications, including social media
- Financial, Business, or IT management

## **Safeguarding**

All Trustees must be fully aware of their safeguarding responsibilities and are responsible for promoting and safeguarding the welfare of children and young adults. This includes completing a Disclosure and Barring Service (DBS) check and undergoing the Club's specific Safeguarding training.



# Time Commitment



As a Trustee, your commitment is vital to our success. Here's an outline of the time involved:

- **Board Meetings:** Board meetings are held four times a year in person at the Club. To prepare, Trustees are expected to thoroughly review advance papers and arrive ready to comment, advise, and vote on the practical decisions to be made.
- **Committee Participation:** All Trustees are expected to participate in one or more of the Board's Committees. Each Committee typically meets four times a year, generally online, to facilitate participation. Trustees are expected to attend these meetings.
- **Proactive Engagement:** Beyond formal meetings, Trustees are encouraged to be proactive in their areas of involvement and responsibility, supporting the work of the Board, staff, and the Club. This includes visiting the Club regularly to meet staff, volunteers, and members.
- **Term Length:** Trustees serve an initial five-year term, after which they may be reappointed for further five-year terms.

**"I feel that Alford House is an amazing experience, especially for someone my age that lives in South London. There's so much to do and everybody gets along. When you think that you have done it all, there's something else. You also get great advice from the staff when you're in need of help and it's also a very welcoming place."**

Current Member

# Specific Role - Treasurer

A sound financial foundation is crucial for any organisation, and Alford House is no exception. While the day-to-day management of the Club's finances is handled by the manager, the charity also requires robust financial oversight from the Board. The Treasurer is a dedicated Board member responsible for leading this essential remit.

- Oversee the production of the Annual Budget, as well as Management and Statutory Accounts.
  - Note: The budget is initially prepared by the Club Manager. Both Management and Statutory accounts are prepared by the Club's external accountants. Data entry is handled by internal staff and reviewed by the Club Manager and accountants. VAT and payroll services are managed by an external bureau/accountants.
- Provide support to the Club Manager and other staff on financial matters as needed.
- Present data on budget, financial performance, accounts, and any ad hoc financial issues to the quarterly Finance & Operations Committee and quarterly Board meetings of Trustees.
- Lead on reserves policies and investment strategy, though significant work in this area is typically minimal.
- Liaise with the Board Chair on emerging financial and non-financial issues.
- Contribute general financial and non-financial insights to the Board across a wide variety of Club matters.

## Skills and Experience - Essential:

- Proficiency in Excel.
- Sound knowledge of budget processes, financial statements, their interactions, double-entry bookkeeping principles, and principles of VAT/payroll.
- Experience managing and overseeing relationships with accounting firms from a client perspective

## Skills and Experience - Desirable:

- A formal accounting qualification.
- Familiarity with the specifics of charity accounting, such as restricted vs. unrestricted funding.

## Other Requirements:

- **Time Commitment:** An estimated average of 1 day per month, with occasional ad hoc periods of more intense work when specific issues arise.
- **Communication:** Comfortable with email as a primary communication medium and able to respond reasonably promptly (within 1-3 days).
- **Approach:** Flexible and pragmatic.
- **Decision-Making:** Comfortable forming views and making decisions (for Board approval).



# Specific Roles - Other

While we value a broad range of expertise on our Board, we are particularly keen to hear from individuals who can bring skills and experience in the following key areas:

## Youth Work

### Skills and Experience – Essential

- Currently working in the youth sector

### Skills and Experience – Desirable

- Familiarity with Lambeth or South London
- Experience in youth club management

## Human Resources

### Skills and Experience – Essential

- Knowledge of current employment law and procedures

### Skills and Experience – Desirable

- Familiarity with non-profit sector

## Marketing & Communications

### Skills and Experience – Essential

- Familiarity with the full-range of marketing communication tools

### Skills and Experience – Desirable

- Familiarity with communication with young people

We encourage applications from all backgrounds, particularly those that reflect the diverse community we serve, to bring varied perspectives to our specific skill areas.





## **Ready to make a tangible difference in the lives of young people in Lambeth? Your passion and skills could be exactly what we need.**

If you are interested in learning more about joining the Board or any aspect of Alford House, we would be delighted to hear from you.

For an informal chat - whether by phone, online, or in person over a coffee, please contact; Nick Priestnall (Chair of Trustees) on [nick@alfordhouse.org.uk](mailto:nick@alfordhouse.org.uk) / 07850 484488

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