

NEWBRIDGE MEMO

Celyn Collieries Institute
& Memorial Hall Ltd.

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Gwent
NP11 4FH

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Registered Charity No: 1137112

Company No: 7295916

Celyn Collieries' Institute & Memorial Hall Ltd. (Newbridge Memo)

Appointment of new Trustees

Information for candidates



Background

Celynen Collieries' Institute & Memorial Hall (Newbridge Memo) are 2 historically significant buildings in the heart of Newbridge, Gwent.

A successful, 12 year, community led campaign to save the buildings means that both the Institute and the Memorial Hall have now been fully and tastefully restored.

The campaign was started with a simple petition and public meeting in 2003, but following its appearance on the BBC's Restoration programme in 2004, soon drew attention and captured hearts from across Britain and around the world.

The Institute and Memorial Hall officially reopened in 2013 and 2014 respectively, following a multi-million pound restoration programme, and Newbridge Memo is now once again serving the community by offering excellent facilities and an extensive variety of entertainment in its magnificent theatre and ballroom.

Celynen Collieries Institute & Memorial Hall Ltd is a registered charity, limited by guarantee, whose objective is to ensure the conservation of the buildings and the sustainability of the project in order to provide an institute and memorial hall for the benefit of the inhabitants of Newbridge and surrounding area, with the object of improving the conditions of life for the said inhabitants and, also, the promotion of education by the preservation of buildings or sites of historic or architectural importance.

Following the successful completion of the restoration, the Trustees of Celynen Collieries Institute & Memorial Hall Ltd are looking to appoint 3 more Trustees to their board.

Role description

- To safeguard the good name and reputation of Celynen Collieries' Institute & Memorial Hall (the Trust) and behave in a professional manner, keeping all activities confidential.
- To ensure that the Trust complies with its governing document, charity/company law and any other relevant legislation or regulations.
- To ensure that the Trust pursues its objectives as defined by the governing document.
- To ensure the Trust uses its resources exclusively in pursuance of its objectives.
- To contribute actively to the role of the Board of Trustees.
- To ensure the efficient and effective administration of the Trust.
- To ensure the financial stability of the Trust.
- To protect and manage the property of the Trust and to ensure proper investment of the Trust's funds.
- To ensure that any fundraising activity carried out by, or on behalf of, the Celynen Collieries' Institute & Memorial Hall Ltd. is properly undertaken, and that all funds collected are properly accounted for and spent according to the charitable objectives.

Trustees are also required to fulfil the duties of a trustee of a charity. The Charity Commission defines these as set out on the Charity Commission website at <http://www.charitycommission.gov.uk/publications/cc3.aspx>

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience to help the Board make sound decisions and in particular, take a pro-active interest in their particular areas of expertise.

The Trustees will support and give strategic direction to the organisation as a whole and the staff in turn will ensure that the Boards of Trustees have the correct information necessary for effective leadership of the organisation.

Person specification

To be effective, the Board needs Trustees with a broad range of expertise and experience.

The priorities for the current recruitment are:

- building maintenance & conservation
- arts & culture programming
- marketing and hospitality
- financial knowledge and skills in both a charity and a company
- knowledge of charities and social enterprises

You should also be able to draw on your own knowledge, skills and experience to demonstrate your abilities in a range of the following areas:

- strong personal commitment to the mission of Celynen Collieries' Institute & Memorial Hall and the charitable aims of the Trust
- high levels of personal credibility and leadership
- skills, knowledge and experience that would positively benefit the Trust,
- links to relevant networks e.g. business, professional, governmental.

And will have:

- time and energy to devote to the Trust.
- commitment to heritage, community, Newbridge and its surrounding area
- a pragmatic approach to decision making with the flexibility to react effectively to changing circumstances
- excellent communication skills, and to be able to represent Celynen Collieries' Institute & Memorial Hall effectively in the public arena.
- commitment to Nolan's 'Seven Principles of Public Life' (<https://www.gov.uk/government/publications/the-7-principles-of-public-life>)

Time commitment:

Most of the responsibilities will be largely be project-based, increasing capacity through your experience.

A commitment of time averaging half a day per week will be needed but this will not be spread evenly through the year and will vary with different projects.

Trustees will also be expected to represent Newbridge Memo at various advocacy and cultivation events and in meetings with key stakeholders. Supporting the fundraising of the organisation will also be an important task for all.

Celynyn Collieries' Institute & Memorial Hall Trustee Board meetings will be held monthly and will generally be held in the evening between 6-8pm. Other meetings may be required as is the maintenance of a regular dialogue with key staff/volunteers.

Remuneration: The role is not accompanied by any financial remuneration but reasonable expenses incurred in the course of duties will be reimbursed.

Duration of appointments

The term of office is initially for 4 years and you may be reappointed for a further 4 years by mutual agreement.

All appointments are required to be approved by CISWO (Coal Industry Social Welfare Organisation)

Enquiries:

For further information regarding this role, or for an informal discussion, please contact Mrs. Barbara Bevan, Chair of the Trustees, via 01495 243252, or enquiries@newbridgememo.co.uk

How to Apply:

To apply, please submit an expression of interest outlining how you fit the person specification and why you are interested in being considered to be a Trustee.

Expressions of interest can be submitted electronically to enquiries@newbridgememo.co.uk or by post to Mrs. B. Bevan (Chair), Board of Trustees, Celynyn Collieries' Institute & Memorial Hall Ltd., High Street, Newbridge. NP11 4FH

Closing date for applications is 5:00pm on 10th February 2017

Interviews will be held week commencing 20th February, Please indicate on your application if there are any dates that you are unavailable for interview.