



# **Co-opted Youth Trustee Recruitment Pack**

**ALEXANDRA PARK & PALACE  
CHARITABLE TRUST**

**November 2022**



Dear Applicant

Co-opted Youth Trustee Board Member

Thank you for your interest in Alexandra Park and Palace.

This document aims to provide you with information on the role and responsibilities of the Alexandra Park and Palace Trustee Board and details about the application process for the role of Co-opted Youth Trustee.

If you feel you would benefit from an informal discussion about the position, please let me know by contacting Natalie Layton, Executive Assistant to CEO & Charity Secretary by email: [Natalie.layton@alexandrapalace.com](mailto:Natalie.layton@alexandrapalace.com) or Telephone 020 8365 4335.

If you have any queries regarding the application process or you require information in an alternative format, please email [recruitment@alexandrapalace.com](mailto:recruitment@alexandrapalace.com).

Yours sincerely,

Emma Dagnes  
(Chief Executive)



## **ALEXANDRA PARK AND PALACE CHARITABLE TRUST (APPCT)**

Alexandra Park and Palace is a major heritage and cultural destination located in north London. It is a rare survivor of the great Victorian age of entrepreneurship, exhibition and spectacle. It is now known for its panoramic views of the city, diverse entertainment programme and as the birthplace of BBC Television in 1936, yet its history is broader, richer and deeper. The Palace is 7.5 acres in size and is surrounded by 196 acres of award winning parkland and together they receive over 3 million visits per year.

The Park and Palace exist for the enjoyment of the public forever and are held in trust by Haringey Council, which discharges its duty as Corporate Trustee of Alexandra Park and Palace to the members of the Alexandra Park and Palace Charitable Trust (APPCT) Board.

The Trust is responsible for the maintenance, restoration and repair of the Park and Palace for the enjoyment of the public and delivers an annual programme of works and activities to ensure the charitable purposes are achieved.

The Charity's trading subsidiary delivers events, entertainment and leisure activities on the premises all year round, from live music concerts to Health and Wellbeing exhibitions and generates essential income for the Charity, as well as bringing the site to life for a diverse audience.

The Trust has recently completed a £28m restoration programme of the Palace's East Wing, reopening after 80 years, a Victorian Theatre as a cultural performance space and refurbishing a grand Victorian exhibition hall as a public space to welcome visitors and encourage them into the Palace building. This is an exciting additional remit for the trading subsidiary.

The Charity generates nearly 50% of its income from trading and other income generating activities and receives an annual grant from its Corporate Trustee, Haringey Council. A 25 Year Strategic Vision has been developed to help the Charity to achieve its long-term aspiration towards greater financial sustainability.

## **MEMBERSHIP OF THE TRUSTEE BOARD**

The Corporate Trustee appoints 6 council members to the Board and there are currently 4 co-opted members appointed by the Alexandra Park and Palace stakeholder committees. We are seeking two young people to join the board as co-opted trustees, training and development will be provided.

## **THE ROLE AND RESPONSIBILITIES OF THE TRUSTEE BOARD**

The Governing Documents for the Trust are collectively known as the Alexandra Park and Palace Acts and Orders 1900–2020. The Trustee (APPCT) Board has delegated authority from the Corporate Trustee to control the entire management and administration of the Charity; the day to day running of it is delegated to the Chief Executive Officer of APPCT.

## **CO-OPTED TRUSTEE ROLE**

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The post is advisory only and not decision-making, due to the constitution of the Trust whereby only Elected Members of the Borough can serve as voting trustees.

## **CO-OPTED YOUTH TRUSTEE DUTIES**

- To ensure, with the other trustees, that the charity complies with its governing documents and an applicable legislation and regulations.
- To ensure the charity manages activities and resources effectively in furtherance of the charitable objects.
- To contribute to setting the strategic direction and policy of the Charity, and monitoring performance against agreed targets.
- Protecting and managing the charitable assets.
- Avoiding any conflict of interests and following the Code of Conduct and safeguarding the good name and ethos of the Charity

## **RESPONSIBILITIES**

- Act as ambassadors to increase engagement with cultural provision by young people from across London's diverse communities.
- Contribute to discussions, identify key issues to ensure that the voices and views of key stakeholders.
- Attend and prepare well for meetings and demonstrate commitment to the work of the Board.
- Exercise due care and attention and use reasonable skill in dealing with the Charity's affairs.
- Use own skills, knowledge and experience to help the trustees reach sound decisions.
- Take part in training and development.

## **TIME COMMITMENT**

- A least 5 meetings each year, usually held in the evenings at Alexandra Palace and additional time for reading documents and other communications.
- Telephone discussions and email correspondence if and when required with the Chair, Head of Creative Learning and /or other members of the leadership team as appropriate.
- Successful candidates will be expected to undertake an induction programme, which is expected to take at least one full day, with the potential for additional sessions in particular areas of focus at a later date.

## **COMPETENCIES**

- Commitment to the vision, mission and purpose including equality, diversity and inclusion.
- High ethical standards and integrity.
- Independent judgement and creative thinking.
- Ability to constructively challenge and contribute to the development of strategy.
- Ability to reach conclusions based on a rational interpretation of available information.
- Ability to create and maintain a good image for the Trust, and to demonstrate loyalty and build and manage external relationships.
- Willing to challenge freely and constructively, but also to accept consensus decisions.
- Willingness to undertake training to understand financial reports and assess whether the financial information is accurate, and that financial controls and systems of risk management are robust.
- scrutinise the performance of the Trust senior leadership team in meeting agreed goals and objectives and monitor the reporting of performance.

## **KNOWLEDGE & EXPERIENCE**

- Exceptional interpersonal skills and communication skills, proven leadership skills
- Education/ experience in the heritage, cultural, leisure or entertainment industry
- Sufficient time and commitment to fulfill the role



## **EXPENSES**

The trustee role is not remunerated but reasonable expenses will be reimbursed.

## **TERM OF THE APPOINTMENT**

The term of the appointment is 1 year fixed term.

## **START DATE**

Appointees are expected to be available to take up their role in May 2023.

## **APPOINTMENT PROCESS**

Following an assessment of applications against the criteria for appointment, shortlisted applicants will be invited to be interviewed by a selection panel **comprising of the Trust Chair or Vice Chair, the Head of Creative Learning and a Human Resources representative.**

## **HOW TO APPLY**

Candidates are invited to apply by submitting a CV and cover letter of no more than 5 sides (combined).

The CV must include details of employment, directorships and qualifications; the name and contact details of two referees and any relevant information regarding eligibility for appointment.

The covering letter should provide details of the relevant experience that equips you to act as a trustee, **addressing the criteria listed in the person specification.**

**Applications should be submitted to [recruitment@alexandrapalace.com](mailto:recruitment@alexandrapalace.com)**

The closing date for applications is **09.00am on Friday 30<sup>th</sup> December 2022** .

**Shortlisting is expected to take place by 16<sup>th</sup> January 2023 with interviews in the week commencing 23<sup>rd</sup> January.**

**Thank you for taking the time to apply for this role.**

All data will be processed in accordance with the provisions of General Data Protection Regulation (2016/679 EU) Data Protection Act 2018.

Alexandra Palace promotes equal opportunity and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.