

PALM HOUSE
S E F T O N P A R K
P R E S E R V A T I O N T R U S T

Trustee Recruitment
Information Pack 2024

Rooting for people, plants and place

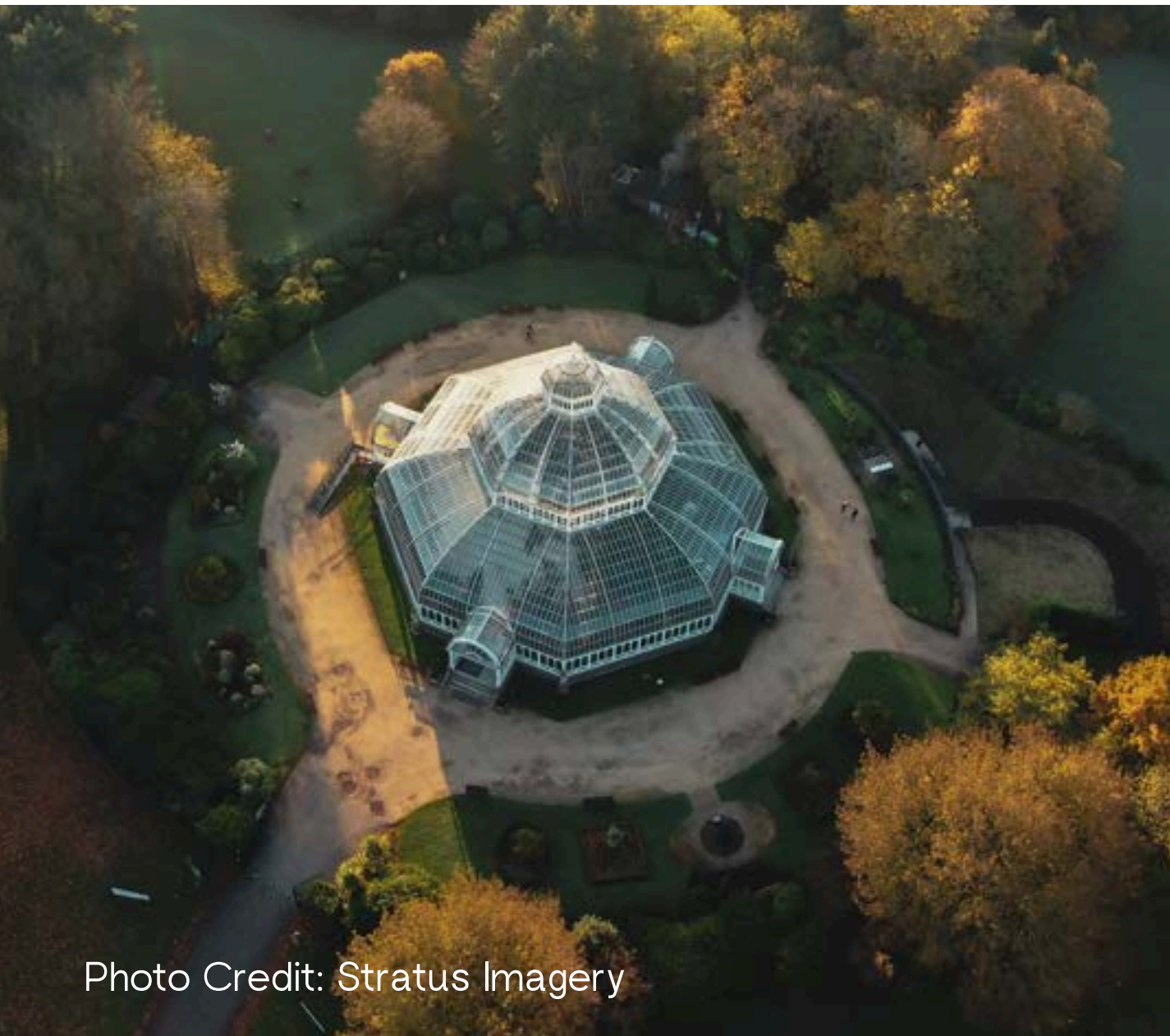


Photo Credit: Stratus Imagery

Sefton Park Palm House Preservation Trust is recruiting for new trustees to lead and support the development of Liverpool's much-loved and iconic Palm House. It is an exciting time at the Palm House as we seek to develop our social impact through our mission statement of "rooting for people, plants and place", whilst maintaining the financial viability of the Trust.

As an important step in delivering this mission, we are on a journey to diversify our organisation so that it is reflective and inclusive of our local communities. At present, we know that profiles of our Board members, staff and volunteer teams do not reflect the demographics of our local communities and increasingly our visitors. We therefore welcome applications from people from racially minoritised communities, disabled and neurodivergent communities, in particular, to join our Board and to help us fully achieve our strategic aims of:

- Improve the wellbeing of local residents
- Build understanding of the value of plants
- Provide opportunities for skills development
- Support pride in place
- Improve inclusion and representation of local diverse communities
- Sustain and diversify income.

We are looking to appoint three new trustees to join our existing Board members in time for our Annual General Meeting in November 2024. We are looking for people with a mix of experience and welcome first-time trustees as training and support will be given.

"Being a trustee at the Palm House is a very rewarding experience. It gives you the chance to support community projects, protect the botanical collection, preserve a historic, much loved building and ensure the sustainability of the organisation. The Palm House is a place for everyone; to play a role in running the charity is a privilege and we are eager to welcome new Trustees to help oversee the next chapters of the life of this special place"

David Ellis, Interim Chair of the Board of
Trustees 2024

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About Sefton Park Palm House Preservation Trust

The Trust was established in 1996 as a registered charity to manage the Palm House. It grew out of a campaign by local residents to save the Palm House from dereliction. Liverpool City Council owns the building and collaborates with the Trust who occupy and manage the building and its programmes.

Following many years of campaigning and fundraising, the Palm House reopened to the public in 2001 and has since enjoyed over 20 years of providing magical experiences for local residents. In recent years, the Palm House's reputation for its community work has grown significantly thanks to dedicated programmes and collaborations with and support from local community organisations.



Being trustee of a charity is a form of volunteering, and trustees don't get paid for their time. However there are many other benefits, such as:

- the opportunity to make a difference in your community and shape the future of a much loved heritage site.
- learning and skills development, especially in strategy and governance
- training opportunities, career development and networking opportunities
- taking part in the Palm House's events programme
- payment of travel and any other appropriate expenses

As trustees the charity has access to professional advice from HR, accountants, H&S and legal consultants to support us in our decision making.

Benefits of Joining the Board of Trustees

“Being on the board of trustees at the Palm House has been a fascinating and very rewarding experience, and I’m so proud to be a part of the team as the organisation changes and grows. As board members we know there’s a lot more we can do to reach the whole community, and we are really excited to work with new members of the board and see the different ideas and fresh perspectives they bring.”

Kate Rodenhurst, Trustee 2024

Trustee Person Specification

If you are new to being a trustee the following resources from Getting on Board may be useful:

[Resources](#)



Personal attributes in support of the following Palm House's values:

- Collaborative
- Inclusive
- Community
- Quality
- Sustainability



Trustee Person Specification

Collaborative

- Able to work collaboratively as part of a team with other Board members, the CEO and other colleagues
- Take an active part in discussions communicating clearly and sensitively
- Express their own opinion in a clear and reasoned way, while also listening to and being able to respond to the views of others
- Challenge constructively and ask questions appropriately
- Able to arrive at and support collective decisions, including those decisions which are personally unpopular in the best interests of the Palm House

Inclusive

- Demonstrate a personal commitment to diversity, equity and inclusion
- Support the Palm House's strategic aim of including and representing local diverse communities adjacent to the Palm House



Trustee Person Specification

Community

Demonstrate understanding of the value and potential of the Palm House's impact on local people and communities. Lived experience within our local community will be a valuable addition to our team from an individual with strong community values.

Quality

- To ensure good governance of the charity
- To understand and accept the duties and liabilities of being a charity Trustee and Director of SPPHPT Trading Company Ltd (training and support will be given)
- Willingness to devote the time and effort required in undertaking the Trustee's duties
- To be able to maintain confidentiality on confidential and / or sensitive information

Sustainability

To be committed to sustainability, including the potential of the Palm House to contribute raising awareness of the value of plants





If you are new to being a trustee the following resources from Getting on Board may be useful:

[Resources](#)



Desirable Experience

We are looking for new trustees with a mix of experience. We welcome applications from people who have no prior experience of being a trustee or working with a board, and full training and support will be given. We are on a journey to diversify our organisation, therefore we welcome applications from people from racially minoritised communities, disabled and neurodivergent communities, in particular, to join our Board and to help us fully achieve our strategic aims of:

- Improving the wellbeing of local people
- Developing opportunities for education and skills
- Ensuring our audience and colleague profiles reflect that of our surrounding local communities
- In support of the above, work with us to develop our Diversity, Equity and Inclusion Policy and Action Plan



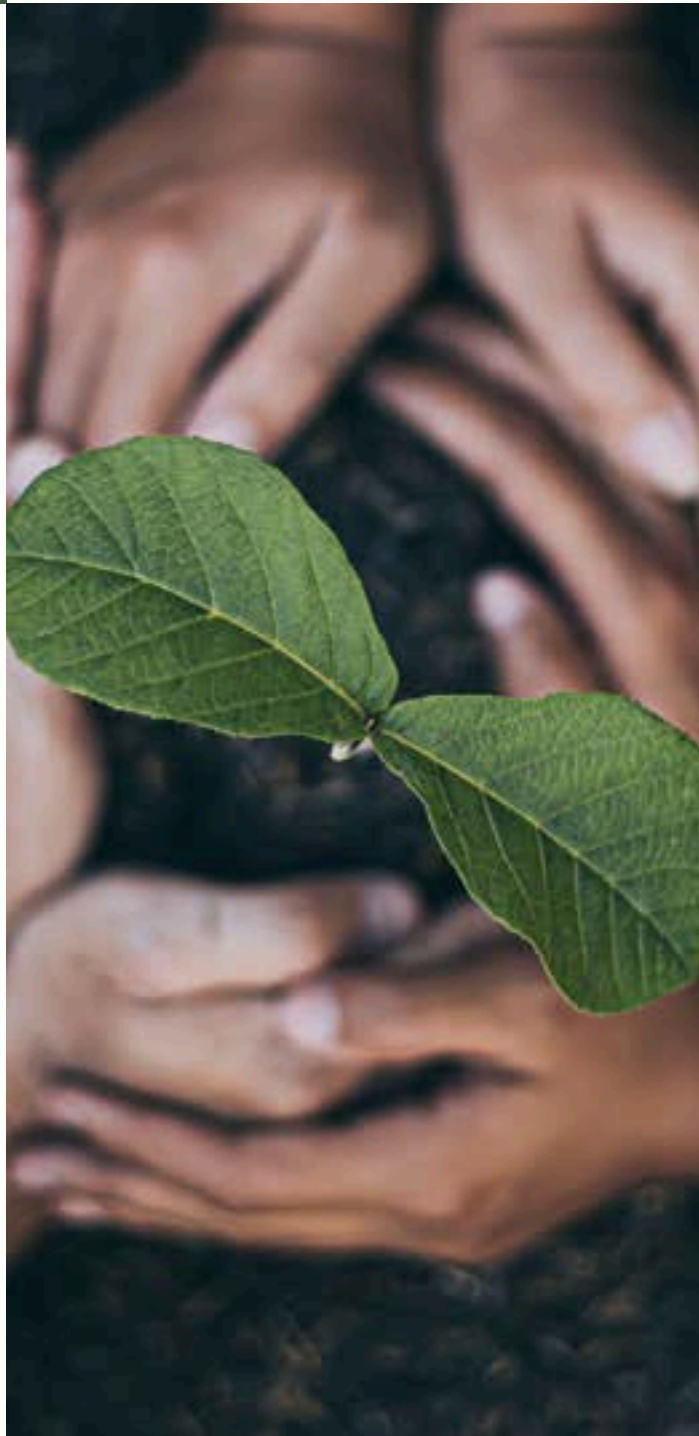
Desirable Experience

We are also interested in recruiting trustees who have relevant professional and/or lived experience in one or more of the following areas in support of our work.

- Hospitality and/or events venue management
- Community Leadership
- Travel and tourism
- Financial management/audit
- Charity leadership, governance and law
- Architecture/historic buildings conservation
- Equity, diversity and inclusion
- Community engagement
- Health and safety legislation
- Botanical/environmental expertise
- Education, skills and training
- HR management and employment law



Photo Credit: Birdcage CIC



If you are new to being a trustee the following resources from Getting on Board may be useful:

[Resources](#)



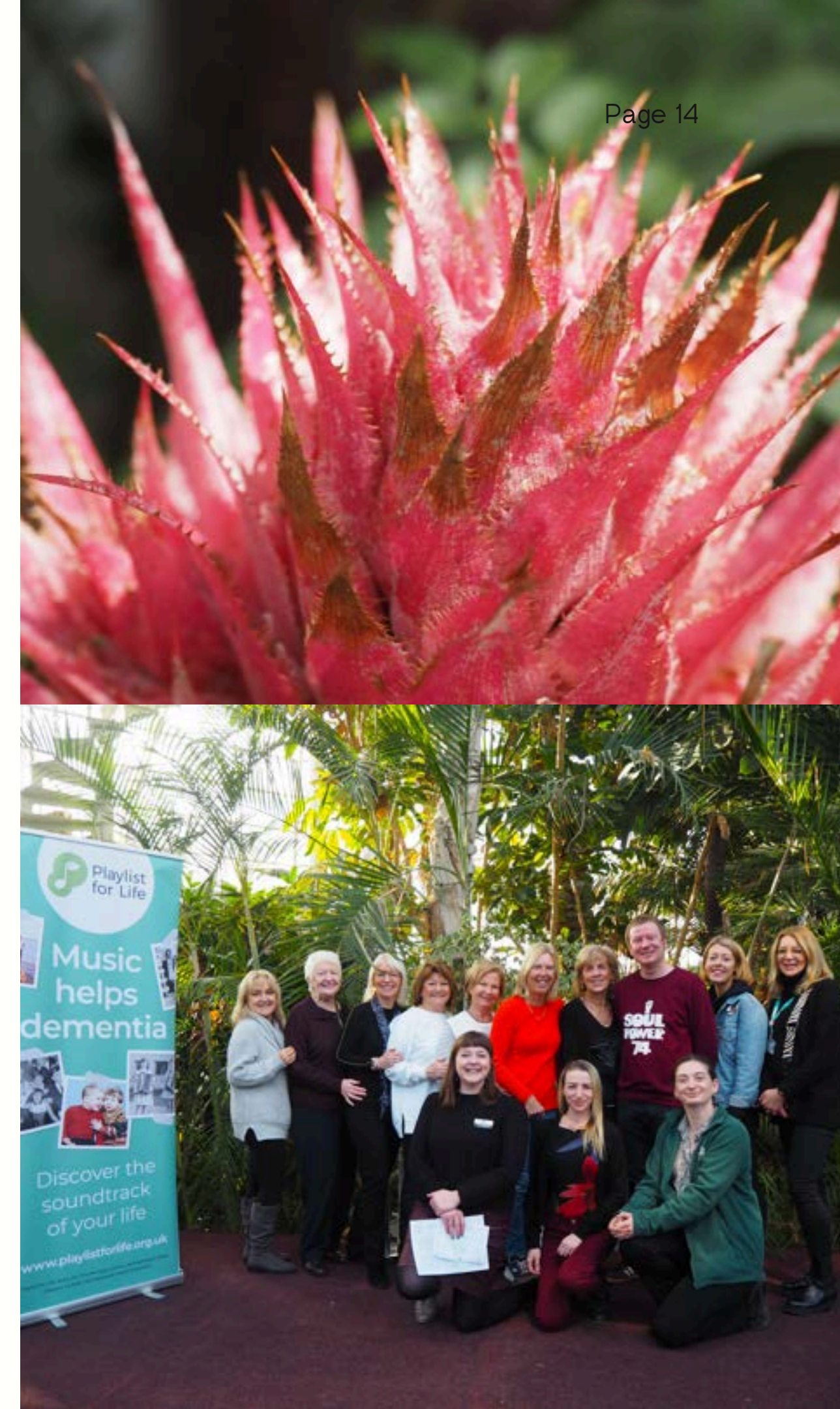
Responsibilities of the Trustees

Working together the Board of Trustees:

- Set the overall strategic direction of the Trust.
- Work with the CEO to develop and agree the mission, vision and strategic aims and make sure these support the Trust's governing documents.
- Evaluates the implementation of the strategy, monitoring impact and progress made.
- Ensures the Palm House meets all of its legal and regulatory requirements including charity and company law.
- Act as ambassadors for the Palm House, promoting and supporting the Trust's work.

Commitment of Trustees

- To prepare for and attend four Board meetings a year (in person at the Palm House usually on Monday evenings 6 – 8pm)
- To engage in diversity & inclusion training as a team
- To take part in the annual general meeting (in person in the evening prior to the main Board meeting in November)
- To take part in an annual strategy day
- To attend 2 – 3 trustee engagement sessions per year on different topics relating to Palm House activities (held online or in person)
- Belong to a subgroup, meeting separately from the main Board of Trustees, meeting once or twice per year
- Attend, when available, Palm House events with the team, communities and volunteers



How to Apply

Applications for the trustee positions open on the 17th September 2024 and close on the 11th October. Please send your CV together with a statement responding to the two questions below by 5pm on the 11th October to kate.johnson@palmhouse.org.uk:

Why would you like to be considered as a trustee for the Palm House?

How do you meet the person specification?

Your statement can be in written format (no more than 2 sides of A4) or as a short video, no longer than 4 minutes in length.

Longlisted applicants will be invited to meet the Chair, existing Trustees and CEO for an informal meeting and discussion on the evening of the 22nd October 2024 at Sefton Park Palm House (from 6 – 7.30pm)

Shortlisted applicants will be invited to take part in interviews on one of the following dates:

6th, 7th or 8th November

The new trustees will be able to join the next AGM on Monday 25th November 6pm, which will be followed by a full Board meeting from 6.30 – 8.30pm. We are open to working with applicants to agree varying start dates to join the Board based on applicants' existing commitments and preference.

Find out More

 www.palmhouse.org.uk

 Sefton Park, Liverpool, L17 1AP

There are a number of sessions where you can meet other trustees and the Palm House team to see if you would like to join us and apply or if you have any questions about the application process or role then please don't hesitate to get in touch.

DATE	EVENT	TIME
23 September 2024	Find out more session 1 - Guided tour, coffee and chat with CEO and Board reps	6 - 7.30pm
3rd October 2024	Find out more session 2 - Guided tour, coffee and chat with CEO and Board reps	10 - 11.30am

If you would like to attend any of the following sessions contact:

 kate.johnson@palmhouse.org.uk

