



**Equipping the  
Community for Success**  
Join the team at The  
Clement James Centre:  
**Trustee**

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# Introduction from the CEO

The ClementJames Centre is a North Kensington-based award-winning charity supporting approximately 2500 young people and adults every year. Our vision is of a community where everyone gets the opportunity to realise their potential. We work towards this through our purpose, which is to support young people, adults and families to achieve their ambitions by providing high-quality services that meet individual needs. We do this through the following programmes:

**Employment Support** - Helping people to gain meaningful and sustainable employment and training opportunities through one-to-one advice and support, learning programmes, mentoring and work skills activities.

**Children & Young People's Education** - Helping young people to learn and flourish through academic support, mentoring, advocacy programmes supporting people at risk of exclusion, intensive literacy and numeracy support and aspirational activities.

**Wellbeing Support** - Supporting people to increase their confidence, resilience and support networks, and that of their family and friends. We do this through a series of wellbeing programmes and one-off events.

**Information, Advice & Guidance** - Helping people to overcome barriers, challenges and issues affecting their lives through practical and compassionate one-to-one support.

We support people through a combination of group and individual sessions, working with some of the most underserved individuals in the Royal Borough of Kensington and Chelsea and the adjoining boroughs. We constantly change and grow our programmes in response to evolving needs in the community and collaborate with specialists to supplement our services when necessary. Our holistic approach to working with people is why we are able to build such strong connections in our community and help our clients so profoundly. ClementJames also plays a vital role in supporting the local voluntary and community sectors by providing recreational and classroom space, as well as support, guidance and training to local organisations and individuals including schools, religious groups and housing associations.

ClementJames has an excellent track record in fundraising and despite pandemic constraints, has continued to raise sufficient funds to meet expected expenditure of around £1.35m for the year ending 31st August 2025. We also maintain reserves of around six months of running costs. Funding comes from a variety of sources: our local authority, corporates, trusts and foundations and individual donors.

ClementJames has been able to establish a prominent position in the community because of a skilled and dedicated staff team and Trustee Board. We currently have a Board consisting of 9 individuals who have a wide and varied skill set, but most importantly a commitment to helping make ClementJames the best that it can be. As a member of the Board, you will be at the heart of this work and we hope to appoint someone whose values are aligned with those of ClementJames. If you feel that this is you, then we would love to hear from you.

**Dami Solebo, ClementJames CEO**

# Looking to the Future

The ClementJames Centre is an example of a charity born out of a specific need and we are committed to changing and evolving in line with the needs of the community. North Kensington is an area facing considerable challenges, with a number of its wards experiencing significant economic, educational and employment-related marginalisation. It is also an area that has experienced considerable trauma and hardship, especially with the Grenfell tragedy 8 years ago. Since 2017, the voluntary and community sectors have changed profoundly, and against this backdrop, ClementJames used 2024 to reflect on the best way to be a community resource. In 2025, ClementJames produced a new Strategic Plan outlining goals and objectives for the organisation over the next five years. This was driven by the following issues:

**Informed Practice:** The effects of the Black Lives Matter movement and the Grenfell tragedy have challenged ClementJames to adapt services and be more trauma-informed.

**Consideration:** There have been unprecedented challenges for our staff who are providing services in a more demanding environment. We aim to provide more support to upskill and develop them whilst also ensuring they prioritise a healthy work-life balance.

**Planning for the Future:** The Centre has been a safe and welcoming space for decades, and it is essential that the physical space adapts to meet our evolving needs.

**Relationships:** The wider community can only thrive through the collaboration of the voluntary and community sector.

The values below guide our actions & our ambition of **EQUIP**ping the community for success.



## Enable:

we help people find the resources and achieve the independence they need for long-term solutions.



## Improvement:

we analyse what works and we learn from mistakes.



## Quality:

we are committed to providing the best environment for our staff to flourish so we can provide the best possible services to the community.



## Partnership:

we work collaboratively with individuals and organisations to achieve shared goals.



## Understanding:

we value the experience of every person in the community and our work is based on our understanding of the community's priorities.

Over the next 5 years, we aim to build on the organisation's strong reputation and use our local knowledge and insight to have deeper and more meaningful impact for our clients, through greater needs assessment, quality control and stronger collaboration with beneficiaries. We also recognise that by developing stronger external partnerships, we can not only improve the way we work, but also have a positive effect on the wider voluntary and community sectors. Additionally, we are currently engaged in an ambitious and award-winning capital scheme. This will enable us to provide our services to a greater number of people, with full accessibility and a radically improved use of the space.

## Words from Our Chair

ClementJames is a wonderful organisation. It was established four decades ago to help those most in need in the North Kensington area and has continued to evolve to respond to the needs of the community with services that can make an enormous difference to people's lives.

I first came across ClementJames as a volunteer, acting as a mentor at one of our employment support courses. I found ClementJames to be a serious and well-run organisation with a commitment to quality and a determination to make a difference. I was impressed with the way it embraced a positive mindset and compassionate approach, delivering services wherever possible in a way that staff, volunteers and clients could all enjoy. It is a fantastic formula, and you can read about the impact the charity has [here](#)

We have a highly skilled and collaborative Trustee group. We all enjoy our roles, and the opportunity to contribute through applying our capabilities and perspectives to help ClementJames deliver on its purpose and increase its impact. We are fortunate to have an experienced and highly capable executive management team whose commitment, effectiveness and passion for the organisation permits Trustees to focus their time in areas where they can most add value, and which generally relate to their interests and experience.

We are looking to add up to three Trustees to the Board, to bolster Board capability in areas such as Financial Accounting and Fundraising, and enhance Board representation from the local community. If you think you would enjoy becoming involved and making a contribution in this environment, we would love to hear from you.

Best wishes,  
Simon Glucina, Chair of Trustees



## Role Details

Place of Work	The ClementJames Centre, 95 Sirdar Road, London, W11 4EQ
Nature of Position	Voluntary appointment with no remuneration
Application Process	By cover letter and CV. This can be sent to Dami Solebo (see contact information below)
Start Date	ASAP

The table above provides some details on the role and the application process. Please send applications and questions to Dami Solebo at [dami@clementjames.org](mailto:dami@clementjames.org).

The average time commitment is around 1 day per month, although this varies across the year according to meeting cycles and committee work. Typical activities include attending board meetings, reading reports, preparing for meetings, and participating in subcommittees depending on the charity's needs. We are fortunate that some trustees choose to commit more time than this. **We ask that the minimum period served as Trustee is one term, which is three years.**

In order to ensure that Trustees are able to contribute real value to the organisation's governance, a thorough induction process is undertaken. You will be provided with a handbook, which will help you understand:

- the organisation's vision, purpose and values
- the roles and responsibilities of Trustees
- the governance structure of the organisation and board policies
- financial reporting.

You will also receive briefing sessions on all of the above and an opportunity to visit the Centre, meet with the Chair, Senior Management Team and members of the Head Office. You will also get the chance to observe and/or participate in programme strands and take part in an annual team day. These sessions give a new Trustee the opportunity to clarify their understanding of the charity and its governance, and can also be used to identify any support that may be needed.

# Person Specification - what are we looking for in a Trustee?

## General Requirements

- A commitment to ClementJames and our work to support disadvantaged and marginalised people in the community
- An appreciation of the importance of the Charity in the local community
- A willingness to devote the necessary time and effort to supporting the Board and staff team, and being an advocate for the Charity
- An appreciation of the sensitivities that may be felt by people in the community, especially after the Grenfell tragedy
- Excellent independent judgement and a willingness to speak your mind
- A capacity to think strategically and support others to do the same
- An ability to work effectively as a member of a team and establish an excellent working relationship with the wider Trustee Board

## Areas of Focus

We are looking for Trustees with knowledge and experience in the following areas:

- Accounting, Finance and Investment
- Fundraising
- Working or volunteering within the local voluntary, community or education sectors

On the next page we have provided additional information on expectations and responsibilities for potential Trustees in these three areas.



# Key Responsibilities

## **Trustee - Accounting, Finance & Investment**

This individual will sit on the Audit and Risk and Investment committees. The former is responsible for overseeing financial reporting (including our audit), internal controls and risk management processes. The latter is responsible for managing investments, overseeing policies and fund performance to ensure the best possible outcomes for members or beneficiaries. This individual will:

- Provide guidance to management on accounting and finance matters, including budgeting, audit and risk processes, and reporting
- Review and advise on optimal investment options for the charity's reserves
- Through committee work, assist management with ongoing improvements in the finance function and its processes
- Have prior professional experience in management or financial accounting, or audit or investment roles (professional qualification desirable e.g. ACA, ACCA, CIMA, CFA)
- Ideally have prior governance/trustee experience, risk management experience or experience within an audit and risk committee (although this is not a requirement)

## **Trustee - Fundraising**

This individual will sit on the Fundraising and Development Committee, which focuses on developing and implementing fundraising strategies, engaging with potential donors, and organising events. This individual will:

- Take an active interest in fundraising and development, including guidance on fundraising strategy, liaising with key donors, community engagement, events and fundraising support for ClementJames's proposed capital project
- Sit on the Development Board, which networks into the West London community in support of the charity and leads on organisation of CJ events
- Ideally have experience of fundraising within charity or corporate sectors

## Key Responsibilities (continued)

### **Trustee - Experience of volunteering/working in the community**

This individual will sit on at least one of the committees stated on page 8 in line with experience and interests. Additionally, this individual will:

- Ideally have personal experience of the North Kensington community and its particular needs
- Ideally have experience of working with other charities, community projects or local bodies and providers (e.g. social housing)
- Potentially (but not necessarily) be a prior client, partner or employee of ClementJames or other charities in the area

Individuals may also be part of our other sub groups including the Remuneration and Nominations Committee (which is responsible for ensuring fair and transparent remuneration practices, and identifying and nominating suitable candidates for Board positions), the Capital Development Committee (which is responsible for overseeing the successful completion of a building development project at ClementJames) and the People and Culture Committee (which oversees HR matters, DEI practices and policies and staff development)

### **Board Governance and Other Responsibilities**

- Ensure that ClementJames operates in accordance with Company and Charity Law and its own governing documents
- Actively participate in the discussions of the Board
- Declare any conflicts of interest as they arise at board meetings
- With the Treasurer and Audit and Risk sub-committee, ensure prudent financial management and approve the annual accounts, risk register and reserves policies
- With fellow trustees, review the composition of the Board's sub-committees annually and serve as a member of Board sub-committees as appropriate
- Take decisions in conjunction with the Board, between Board meetings where necessary and within parameters agreed with the Board

## Summary of Committees

<p>Fundraising &amp; Development Committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees, CEO and Fundraising Manager</li> <li>• The Committee makes decisions about the fundraising strategy and income generation targets</li> <li>• The group supports the Fundraising team with sourcing potential opportunities and coordinating events</li> </ul>
<p>Audit &amp; Risk Committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees, CEO, COO and Operations Manager</li> <li>• Main areas of responsibility are risk assessment and accounts</li> <li>• The Committee supports the team Operations team with budgeting and reporting processes</li> </ul>
<p>People and Culture committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees and SMT</li> <li>• Main areas include HR matters and staff development</li> <li>• The Committee also supports the development and implementation of DEI principles and strategies</li> </ul>
<p>Nominations &amp; Remuneration Committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees and CEO</li> <li>• Main area of responsibility is research, interviewing and nominating suitable new Trustees</li> <li>• The Committee also oversees any necessary remuneration decisions made regarding staff</li> </ul>
<p>Investment Committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees, CEO, COO and Operations Manager</li> <li>• Main areas of responsibility are the charity's financial investments and maximising investment income</li> </ul>
<p>Capital Development Committee</p>	<ul style="list-style-type: none"> <li>• Members: Trustees, CEO and COO</li> <li>• The Committee ensures that the project is developed based on need and in line with the wider organisational goals</li> <li>• The Committee supports all operational matters associated with the project (e.g. lease extensions)</li> </ul>
<p>Development Board</p>	<ul style="list-style-type: none"> <li>• Chaired by the Chair of the Fundraising &amp; Development Committee</li> <li>• Members: dedicated volunteers and the Fundraising team</li> <li>• Main area of responsibility is organising events, increasing donor contributions and raising profile</li> </ul>

# Safer Recruitment

As an organisation, we are committed to creating and fostering a culture that promotes safeguarding and the welfare of children and adults at risk.

Our safer recruitment practices support this by ensuring that there is a consistent and thorough process of obtaining, collating, analysing and evaluation information from and about candidates to ensure that all persons appointed are suitable to work with our children and adults.

The recruitment and selection of our people will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

## **Our principles:**

- Always seek to recruit the best candidate for the role based on merit, including their skills, experience, motivation and competencies. Our robust recruitment and selection process should ensure the identification of the person best suited to the role and the organisation.
- Committed to diversity and equality of opportunity and will interview all applicants (internal and external) who self-declare at application as having a disability, and who meet the minimum requirements in the person specification of the vacancy applying for.
- We will make reasonable adjustments at all stages of the recruitment process in order to enable successful candidates, who declare disabilities, to start working or volunteering with us.
- Any current member of staff, volunteer or client who wishes to apply for vacancies and is suitably qualified will be considered and addressed fairly and objectively based on their merit.
- As an organisation committed to safeguarding, we will ensure all under 18's joining the organisation will have ongoing risk assessments to ensure their role and activities are safe and appropriate.
- All documentation relating to candidates will be treated confidentially in accordance with the GDPR legislation.

## What Our Service Users Say About Us

"I first came to ClementJames because I was stuck in a rut.

ClementJames helped me with my CV and cover letter and I attended an Interview Skills Day with volunteers from Barclays. I got my first job a few months afterwards. Without this Centre my life would have taken a very different trajectory I'm sure. I feel so much more confident; I feel like I can hold my fort. When I first came here I would always talk about my alcoholism, my depression, my anxiety. Now I get up early, work out regularly, I have lots to feel positive about."

**David, ClementJames Client**

"The ClementJames Centre has given me a lot of support. They helped me to apply for grants to buy some furniture because we didn't have anywhere to sit at home. Our fridge was leaking and the grant helped me to pay for a new one too. I feel like they listen to me and help me in so many ways. They are so kind and the best discovery."

**Salma, ClementJames Client**

"Since I started attending activities at The ClementJames Centre, I feel more positive and lighter mentally. The changes in me have also meant that my son is much happier. He likes the gardening and always asks me when we will come back to the gardening. He knows the staff by name."

**Safia, ClementJames Client**

"I've now been getting support with my maths for over a year and feel like I'm really making headway. When I had to take a test in college recently, I got 80% on the maths test! It felt like such an achievement. I remembered quite a few useful tips from the sessions that helped me pass (like moving the decimal point 'to the left to the left' when dividing!)."

**ClementJames Student**

"Every time I have come to CJ, I have had the support of lovely people when I was at my lowest. I have found employment but also this has been a safety net for me. You have helped me regain my confidence."

**ClementJames Client**

A woman with brown hair, wearing a grey sweater and a blue lanyard with 'STAFF' written on it, is engaged in a conversation with two men in dark blue suits. They are in a room with a white wall and a bookshelf in the background. The woman is looking towards the man on her right.

**To find out more, please contact:**

The ClementJames Centre  
95 Sirdar Road, London, W11 4EQ

020 7221 8810  
reception@clementjames.org  
www.clementjames.org

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