

# Make a difference

Join the team at The ClementJames Centre:  
Chair of Trustees



Releasing potential in the community

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# Introduction

The ClementJames Centre is a North Kensington-based award-winning charity that empowers the community to release its potential in one of London's most disadvantaged areas. ClementJames registered as a charity in 1992 and our expertise lies in understanding the changing needs of residents and providing tailored services which deliver excellent outcomes. We do this through our five key programmes:

## **Employment Support**

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

## **Children & Young People's Education**

Helping young people to learn and flourish through academic support, mentoring, intensive literacy and numeracy support and aspirational activities.

## **Adult Learning**

Supporting adults to improve their English, Maths and ICT skills through a wide range of Functional Skills courses.

## **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 the barriers, challenges and issues affecting their lives through practical and compassionate one-to-one support.

Every year we support approximately 2,500 people (1,500 young people and 1,000 adults) through a combination of group and individual sessions, working with some of the most vulnerable and marginalised 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. In line with our ambitions to provide a service and space to meet the needs of our clients, we are currently in the fundraising stage of 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.

# A Welcome From the CEO

The ClementJames Centre is an example of a charity born out of a specific need and is 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 6 years ago.

At ClementJames, we are committed to providing people with the tools and opportunities to help them to improve their life chances and find positive solutions to their challenges. With respect to young people, we deliver educational programmes focused on improving attainment and increasing social mobility, whilst also delivering play therapy, confidence-building activities and advice and support for young people at risk of exclusion. Similarly, our work with adults includes advice and support for issues including financial, immigration and legal matters, programmes challenging isolation & educational support. 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 2023. 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. In the future, we have ambitious plans to increase our provision with a Capital Project, and this will require a considerable effort from both the Fundraising Team and the Board.

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. Trustees play a significant role not only in respect to the governance, financial and safeguarding matters central to the Charity, but also in helping to maintain the institutional knowledge and ethos of the organisation. The Chair is at the heart of this work and we hope to appoint someone whose values are aligned with those of ClementJames, and who can help guide the Charity with collaborative leadership, passion and new ideas. If you feel that you can bring this, then we'd love to hear from you.

Dami Solebo  
**Chief Executive**

# Role Details

Place of work:	The ClementJames Centre, 95 Sirdar Road, London, W11 4EQ
Nature of position:	Voluntary appointment with no remuneration
Hours of Commitment:	We would expect the Chair to dedicate, on average, 20 hours per month on a flexible basis
Application process:	By cover letter and CV (please see page 7 for further details). The deadline is Friday 3rd November
Start Date:	January 2024

The table above provides some details on the role and the application process, but if you have any questions, please feel free to contact Dami Solebo at [dami@clementjames.org](mailto:dami@clementjames.org).



# Key Responsibilities

## Leadership

- Provide direction to the Board, creating clear expectations in relation to ClementJames' mission, values and resources;
- With fellow trustees, oversee the development of long and short-term objectives and priorities for the organisation that reflect its values and meet the needs of clients, staff, and wider stakeholders;
- Lead the Board on monitoring performance, interrogating output and outcomes as required;
- Provide guidance and carry out appraisals with the Chief Executive

## Board Governance

- Chair quarterly meetings of trustees ensuring that the Board functions effectively, interacts with the Executive Team as appropriate and fulfils all of its duties;
- Ensure that ClementJames operates in accordance with Company and Charity Law and its own governing documents;
- With the Senior Management Team, ensure Board papers are prepared and circulated in a timely manner and actively participate in the discussions of the Board;
- Declare any conflicts of interest as they arise and at board meetings, and ensure other board members do the same;
- 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;
- Arrange for another Board member to chair meetings in your absence

# Key Responsibilities

## Board Development

- Periodically consult with Board members on their roles, assess their performance and attendance at meetings and ensure an annual skills audit is completed;
- Ensure that the Board addresses governance matters in relation to its own structure, role, and relationship to management;
- Work with the Board Nominations Subcommittee to ensure continuous renewal of Board membership and support the recruitment of new Board members in relation to the organisation's skills audit;
- Respond to any concerns from the Senior Management Team in regard to the role of the Board or individual trustees. Work with the Directors to respond to the concerns of the Board
- Work with the Senior Management Team to ensure that the Trustee Board is achieving targets related to the Diversity, Equality and Inclusion strategy

## Senior Management Team

- Act as Line Manager to CEO, whilst also making a concerted effort to build a collaborative relationship with the CEO to ensure a sustainable future for the Charity
- Manage any grievance and disciplinary procedures, if required;
- Manage the recruitment of the CEO, if required

## Advocacy and Communications

- With the Board and Executive Team, build and enhance relationships with funders, stakeholders and partners;
- Act as ambassador and spokesperson for the Charity, where appropriate and agreed with the Board, to help raise the profile of ClementJames;
- Communicate on behalf of ClementJames with potential partners, funders and other contacts who may help to support the work of the Charity;
- Make every effort to see and engage in ClementJames' work where possible and attend events, encouraging other Board members to do the same;
- Actively work to enhance ClementJames' reputation and profile;
- Foster a positive working relationship among members of the Board and staff

# What Are We Looking For?

- 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, 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 CEO and the wider Trustee Board.



# Application Process

**The deadline for applications is Friday 3rd November** Please submit your application in good time as late submissions will not be considered.

To apply for the role of Chair, please complete the application form which can be found on our 'Join the Team' webpage. The form consists of information about you and the opportunity to upload your CV and cover letter. If you have any issues completing the application form, please email [dami@clementjames.org](mailto:dami@clementjames.org) or call us on **020 7221 8810**.

Completion of the Equal Opportunities section of the application form is optional but submission of this helps us to ensure that our recruitment procedures operate in such a way as to provide genuine equality of opportunity. You do not need to answer all the questions and the information provided will not be available to members of the selection panel.

The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

If you have any questions or would like more information about the application process, please contact [dami@clementjames.org](mailto:dami@clementjames.org) We are committed to providing reasonable flexibility throughout the recruitment process and will endeavour to be as accommodating as possible. If you require the application documents in a different format please do not hesitate to contact us.

**If shortlisted, you will first be asked to attend an initial zoom interview, and if successful, the second stage will include a follow-up interview and other selection tasks relevant to the role.**

The ClementJames Centre is a welcoming and unique place to work and if you would like to speak to a member of staff prior to submitting your application, please email [dami@clementjames.org](mailto:dami@clementjames.org) to arrange a phone call or a visit to the site.



## Joss Cullen

**Community Hub Manager**

**(Previously Senior Community Development Worker and Employment Lead)**

Joined us in November 2017



### **Why did you choose to join The ClementJames Centre?**

I chose to apply for the Community Development Worker role because it offered variety and the opportunity to learn about a completely new sector on the job, whilst developing the skills to best do the role. I was working in education at the time, and was certain I wanted to be in a people-orientated role but was unsure of taking the PGCE course needed to teach. The role at ClementJames had enough of the client-facing hours I was looking for and also combined my own interest in organisations tackling social causes.

### **What has been a highlight of your time at ClementJames so far?**

A particular highlight for me whilst working here has been being able to build long-term relationships with a huge variety of clients. The one-to-one sessions allow you to really get to know your clients well and to be a part of their journey from when they first start at ClementJames to when they leave.

### **What is day-to-day life like working at ClementJames?**

A day in the life of my role is fast-paced, seeing a mixture of clients in one-to-one employment and advice and guidance appointments, doing outreach work in schools and community settings or planning ahead for upcoming projects.

## 6. 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**





If you would like to find out more please  
visit our website [www.clementjames.org](http://www.clementjames.org),  
call us on **020 7221 8810**,  
or email [dami@clementjames.org](mailto:dami@clementjames.org)

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