



## Become a Trustee at The Mill

The Mill is a small, volunteer-led charity creating a warm, welcoming, and inclusive “community living room” in the heart of Walthamstow. We provide a safe space where neighbours of all ages can drop in, connect, volunteer and take part in many vibrant groups and activities.

Our free children’s playroom, honesty library and affordable sessions, run by local people, give everyone the chance to learn new skills, be creative, and build confidence.

The Mill brings people together to build a resilient community and offers a place where everyone feels at home. It’s where people make things happen - a much loved, diverse hub that relies on volunteers and donations to keep this caring, lively space open to all.

These are the values we share:

- *We are for everyone:* We are welcoming to everyone. We believe that everyone has a role to play and skills to share. We believe in reflecting the balance of abilities and passions in our community.
- *We believe in people:* We believe in the unique capacities and passions that individuals bring and work with them to make their ideas happen.
- *We focus on local community:* We love our local area and trust the community to shape and know how to develop its potential.
- *We believe in the power of creativity:* Imagination and creativity can help people to see things differently, express themselves and inspire others.

We are looking for volunteers to help us run The Mill in a way that really works for everyone. We’d like to find at least two people who would like to join our Trustee Board.

## Why become a Trustee at The Mill?

Our other Trustees say that doing this helps them:

- Get to know a real mix of local people in the community and develop new friendships
- Have a feeling of belonging in the local area
- Take part in interesting and stimulating discussions and activities
- Develop new skills and experience that they can use in their job or put on their CV
- Have an impact - a real sense of achieving something

The Mill has recently secured funding for a series of significant projects. It will be an exciting time to join the Board.

## **What we are looking for**

- People who want to get involved and help create a strong local community
- People who can volunteer at least 8 hours a month and get actively involved
- We want a Trustee board that reflects the diverse community in which The Mill runs; we particularly encourage applications from Black, Asian and Minority Ethnic people, from people with disabilities, from LGBTQI+ people.

Nice-to-have: we're especially interested in people who at least one of these:

- Have a great knowledge of Walthamstow and The Mill's immediate neighbourhood
- Understand residents who are vulnerable and/or isolated
- Are already volunteers at The Mill
- Come to The Mill for any of the groups and activities that happen here
- Have professional knowledge in facilities/building management and/or building (re)development
  
- Have a passion for data, gathering and analysing evidence to demonstrate The Mill's value to the community

**Most of all we want enthusiastic people who want to create a strong community and share our values. You don't have to tick all the boxes under "Nice-to-have" to apply.**

## **What we don't demand**

- People with previous experience of being a Trustee
- A massive, long CV with senior management experience
- An important job title

We aim to help all Trustees to be as effective in their role as possible, and are keen to discuss any support that applicants might need. We provide a good induction to help people understand the role. We can ask another Trustee to support you in understanding what we're discussing. We can create 'shadow' roles for people who don't yet feel ready to be a Trustee but want to find out what it is like. There may be other ways we can support people.

## **The Trustee role**

As Trustees we volunteer to

- Make sure The Mill carries out the purpose it was set up for and benefits the public
- Take the big decisions about the management and the future of The Mill
- Make sure The Mill complies with the law and our governing rules
- Manage the financial resources and assets of The Mill with good judgement
- Act in the best interests of The Mill, taking care and seeking advice when needed
- Make sure The Mill is accountable and reports on our work

We ask Trustees to commit to at least one year with The Mill. Trustee meetings currently take

place at The Mill monthly on a weekday evening from 7-9pm. It is currently a Tuesday but this can be reviewed. We ask for a time commitment of at least 8 hours a month which may be at evenings or weekends.

The Mill is managed by several 'management groups', which combine staff, Trustees and other volunteers. We expect each Trustee to be involved in at least one of the groups. Some Trustees also take on roles as Chair, Deputy Chair, Treasurer and Secretary.

In addition, Trustees have to abide by The Mill Trustee Code of Conduct and The Mill Policies.

## **Application**

We are happy to meet you at The Mill, to discuss this further and answer your questions. To apply, please send your CV (in whatever form you have it) to Sharon Goldman at [sharon@themille17.org](mailto:sharon@themille17.org). You can complete the Expression of Interest form on the next page before, during or after we meet. If you are selected to be a Trustee, we will ask for references.



## **Expression of interest to become a Trustee at The Mill**

Name:

Phone Number:

Email address:

Home address:

**Why would you like to volunteer as a Trustee at The Mill?** (please explain briefly)

**What would you bring to The Mill in terms of knowledge, skills or experience?**  
(please describe briefly how you fit with 'What we are looking for' above)

**Thank you!**

**Next steps**

1. We will meet with you to discuss your interest and explain in more detail what we ask Trustees to do
2. The Mill trustees will decide who to invite to join them based on what you have said and the current needs of The Mill
3. We will ask for references for those selected
4. You will be asked to observe a Trustee meeting before confirming your place
5. If you're not already a volunteer at The Mill, we will ask you to go through the induction process for volunteers
6. We will aim to provide the support you need to become an effective Trustee.

If you have any questions please contact Sharon Goldman at [sharon@themille17.org](mailto:sharon@themille17.org)