

PROJEKT42

# TRUSTEE RECRUITMENT PACK

● FEBRUARY 2021



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## 1 Introduction

Thank you for your interest in a trustee role with Projekt 42. We currently have five vacancies for trustee roles. This Trustee Recruitment Pack is intended to provide you with information to support you as you consider and prepare your application.

## 2 About Projekt 42

Projekt 42 is the UK's first wellness centre to combine personal training, group fitness activities, yoga and mental health services. We make booking to see a Person-Centred Counsellor, Cognitive Behavioural Therapist or Psychotherapist as easy as booking a fitness class.

The charity's aim is to help communities see and understand the connection between their physical fitness and their mental health and the need to take care of both. The revenue from the sale of the fitness and yoga classes, personal training and physiotherapy is used to fund free and low-cost mental health service and also provide:

- Free fitness and yoga activities available to anyone to join online or in person
- A youth fitness club that runs after school including five hours of activities per week and access to accredited industry qualifications
- A senior wellness club that supports people age 55+ with group fitness, physiotherapy and mental health services.
- Free and low-cost counselling and mental health support
- Free online physiotherapy

Since we opened in Leith in 2017 our services have grown from five hours of community led fitness activities and 10 hours of counselling to in 2021, 150 hours of community led activities, 300+ hours of mental health support each week and an online physiotherapy service.

The team supporting the charity has grown from two full time staff to a mix of over 70 full time, part time and volunteers who all work collaboratively to support the charity's

fitness, yoga and mental health activities.

### **3 Our Strategic Plan**

Projekt 42 has undergone a significant period of growth in a short space of time, growing in reach and profile during its first three years to become one of the biggest community-led mental health services in Edinburgh. In 2018, we successfully secured funding from #PowerupScotland, to accelerate our growth, with access to mentoring, pro bono legal advice as well as loan finance, which has now been repaid.

During 2020 and the Covid-19 pandemic, we re-structured our services, closing our physical gym and moving to outdoor fitness and online counselling. Looking to the future in 2021, we are now moving beyond our start-up phase to plan our future steps beyond lockdown, with an expanded board giving us access to a greater pool of skills and insight.

### **4 Overview of the Board and our governance structure**

Projekt 42 is a charity registered with OSCR and is structured as a SCIO. This means the charity has a form of corporate structure and contracts etc do not have to be in the names of individual trustees.

The Board has overall responsibility for the organisation and for overseeing its strategy, governance and values.

The current Board is as follows:

David Peck (Chair)	Joined 2017, Chair since 2018
Oliver Brown	Joined 2017 (due to stand down in 2021)
Sara Hawkins (Founder)	Joined 2017

Projekt 42 delegates implementation of the agreed strategy to the Founder, Sara Hawkins, who is supported by team of 3 management employees. Plans are underway in 2021 for Sara to end her role as trustee and move to a CEO position with Projekt42, in tandem with the establishment of a newly enlarged board of trustees.

### **5 Trustee role description**

We are currently recruiting for five trustee roles:

We have carried out a skills analysis of our current Board and identified the following areas where we would like to focus our recruitment:

- Third sector experience
- Experience of working with vulnerable adults, specifically in areas of mental health

- Building project management experience
- Financial experience
- Procurement/contract or service level/funding agreement experience

## **6 Diversity and inclusion**

Projekt 42 is committed to ensuring people with a diverse range of skills and experience are encouraged to apply and contribute fully as trustees. Where possible, we will strive to remove the barriers that prevent people from applying to become trustees. We are an agile, diverse and broad thinking organisation and are looking for trustees who not only can contribute to the assurance, risk management and the robust delivery of our governance responsibilities, but also contribute to the development, ideas and networks that will enable the organisation to grow. These trustee roles would suit individuals who may be taking on their first trustee role, as well as experienced trustees. Applicants for trustee roles need not live in Edinburgh, since board meetings are online.

## **7 Time commitment and location**

Board meetings are held:

Online: Zoom is available for trustees, and all meetings are currently held on zoom.

In person (as and when that is possible): Projekt 42, Unit 37 Ocean Terminal, 84 Ocean Drive, Edinburgh, EH6 6JJ. The option for trustees to join meetings remotely will continue.

Board meetings are typically held from 12.00 – 13.30 on a Friday.

Forward dates of board meetings in 2021 are:

- March 26th 12.00 – 13.30
- June 26th 12.00 – 13.30
- September 24th 12.00 – 13.30
- December 17th 12.00 – 13.30

The unit at Ocean Terminal is accessible via bus, tram and free car parking is available.

Reasonable travel expenses can be reimbursed to Trustees.

New trustees will be welcomed and supported with an Induction Programme, which is likely to be online.

The charity currently has no sub-committees.

## 8 Recruitment process

A sub-group of The Board is overseeing the recruitment process.

Candidates are required to send a CV (no more than 2 sides) and covering letter setting out their suitability for, and interest in, the role via email to:

[trustees@projekt42.co.uk](mailto:trustees@projekt42.co.uk)

The deadline for receipt of applications is 5pm Friday 5th March 2021.

Shortlisted candidates will be invited to an informal interview that is, due to COVID restrictions, to be held online, provisionally earmarked for the afternoon of Friday 19th March 2021.

All trustees are subject to enhanced Disclosure Scotland/PVG checks.

### **Trustee Insight and Information evening, Thursday 25th February 2021**

Projekt 42 is hosting a Trustee Insight and Information evening on zoom, giving you the opportunity to have an informal virtual tour and hear from board members and staff about life at Projekt 42 and our future plans, and what we're looking for in trustees. It's also a chance for Q&A to find out more.

5.45 - 6pm	Introduction by Sara Hawkins, founder of Projekt 42
6 – 6.15pm	Short history of Projekt 42
6.15 – 6.45pm	Overview of what Projekt 42 is looking for in new trustees, Q&A and close

If you would like to attend this evening, please email [trustee@projekt42.co.uk](mailto:trustee@projekt42.co.uk) to register.

## 9 Further information

The accounts for the period to August 2020 can be accessed:

online [www.projekt42.co.uk/accounts](http://www.projekt42.co.uk/accounts)

The charity's governing document can be found:

[www.projekt42.co.uk/constitution](http://www.projekt42.co.uk/constitution)

Our social media activity can be viewed on twitter @Projekt42EDI

For more information or to have an informal conversation about a Trustee role, please email [trustee@projekt42.co.uk](mailto:trustee@projekt42.co.uk)