

## Trustee Application Pack

### About us

We are a community arts organisation, housed in the historic former library on Cromwell Grove. We are a registered charitable incorporated organisation set up in 2016 to carry forward our vision for a vibrant arts and culture centre.

We provide free art clubs, a warm hub, two artists studios and our own exhibition space, as well as delivering our own portfolio of projects like Levolution, A Portrait of Levenshulme, and Ghosts in the Library. We are home to radio station ALL FM. Plus we host a range of groups: from children's groups like Levy Little Theatre, Hullabaloo, Bob Tales and Dance Like a Mother; to the Women's Institute, free community yoga sessions, Extinction Rebellion, a weekly drop-in session for the local Roma community, Life Drawing, Feed the Fox creative writing and Levy Community Choir.

Check out our What's On pages for a full flavour of what is happening in the building:  
<https://levenshulmeoldlibrary.org.uk/whats-on/>.

Our policies, including the constitution and financial report, can be found here:  
<https://levenshulmeoldlibrary.org.uk/lol-cio-policies/>

More information about the current team and trustees can be found here:  
<https://levenshulmeoldlibrary.org.uk/team-and-trustees/>





## Our vision and mission

Our vision is to grow as a vibrant, safe and welcoming community focused hub, in order to enable people within the community to enrich their lives.

Our strategic objectives are:

- To grow our income to ensure the sustainability of Levenshulme Old Library as a community asset.
- To deliver internal improvements to the building.
- To develop an active community of co-producers, volunteers and participants around Levenshulme Old Library.
- To widen and diversify our audiences, creating positive impacts on community wellbeing.
- To review the possibility of the asset transfer of the library building from Manchester City Council.

## Our future

Over the next 12 months we want to increase usage of and engagement with the building.

In particular, we want LOL to be a home for local creatives and a space for the whole community to have access to and engagement with the arts. In the current climate, we believe it's especially important that local people have access to the arts, and that artists have spaces to be creative and networks to support them.

Post-Covid we've successfully re-engaged most of the regular hirers and increased the number and variety of things happening in the building. Over the previous 12 months, we've organised several successful projects including our LOL Arts Clubs, Ghosts In the Library and Levolution. We went to build on this to expand the range of provision and increase the usage of the building.

We are currently in the early stages of developing an active and engaged membership. This is being developed in part to meet constitutional requirements; but, most importantly, so we can fulfil our goal of being a community organisation which is run by and for the community.

We are also looking to sympathetically redevelop some of the internal structure of the building, maintaining its historic characteristics but also increasing the usability of the space and making it more readily able to serve the needs of the users.

The building is currently owned by the council but our medium-term goal is to complete an asset transfer from Manchester City Council, taking on full ownership and protecting the longer-term future of LOL. To do this we need a strong financial forecast and to act now to operationalise an action plan to ensure its financial viability.

## Role of Trustees

The role of the trustee is an important one. Our trustees are responsible for making sure the charity does what it was set up to do, offers support and guidance to the staff team, and ensures accountability for financial and project delivery objectives. As well as being our advocates, promoting LOL both within your own networks and more widely.

It is a voluntary post, but you must be able to commit a few hours regularly each month to join our existing board. We generally meet monthly for 1 hour in the evening seven times a year, and two to three hours quarterly on a Sunday morning. In addition to this, there are also plenty of opportunities to get involved in new and existing projects.

This may sound onerous but it really isn't. You will be joining a friendly team of local residents, supported by Jen, our Trustee administrator, and our committed and experienced staff team. It's an opportunity to connect with the wider community, develop new skills and make a valuable contribution.

### What we ask from you:

- An enthusiastic attitude.
- A commitment to attending at least 5 trustee meetings per year as well as the AGM (usually held in September).
- A willingness to volunteer your time for us, spend time at our events to get to know us, and to get involved in events.
- A commitment of at least one year (the maximum term is 9 years).
- Attendance at extra meetings as required on specific topics or in an emergency.
- Consultation time with staff on specific matters.

### What you can expect from us:

- An induction to LOL and ongoing support.
- A training course to understand the role of the trustee.
- An opportunity to develop your skills and enhance your CV.
- A commitment to creating an inclusive workspace. We will make any reasonable adjustments necessary to accommodate any specific requirements you may have.

## Equality, Diversity and Inclusion

We are working towards a board that is representative of the diversity of our society as fully as possible; a community where everyone feels valued, regardless of their background, identity or circumstances. We will take this into account during the recruitment/application process.



## The Application Process

Anyone can nominate themselves to be a trustee using the application form below, and the position will be formally elected at the AGM on Saturday 23<sup>rd</sup> September. Should more people nominate themselves than there are spaces on the board, a vote will be taken. It is important that you do attend the AGM, but if for some reason you cannot make this date it does not prevent you from becoming a Trustee.

To apply, please send the completed [trustee application form](mailto:trustees@levenshulmeoldlibrary.org.uk) to [trustees@levenshulmeoldlibrary.org.uk](mailto:trustees@levenshulmeoldlibrary.org.uk)

Following receipt of your application, an informal conversation will be arranged at a mutually convenient time for you to find out more and ask any questions.

In the meantime, if you do have any questions about the role and the recruitment process, or for a physical copy of the application pack/ help with the application, please contact Jen on 0777 234 6819 or [trustees@levenshulmeoldlibrary.org.uk](mailto:trustees@levenshulmeoldlibrary.org.uk).

**We look forward to receiving your application.**

***The Staff and Trustee Team***

Web: [levenshulmeoldlibrary.org.uk/](http://levenshulmeoldlibrary.org.uk/)

Facebook: [Levenshulme Old Library](https://www.facebook.com/LevenshulmeOldLibrary)

Instagram: [@levyoldlibrary](https://www.instagram.com/levyoldlibrary)

Twitter: [@levyoldlibrary](https://twitter.com/levyoldlibrary)