



# Legal Trustee Recruitment Pack



## Welcome

Aston-Mansfield is an established charity of long-standing, working to improve the lives of people living in the East End of London.

We work across Newham to create lasting change through an integrated model of support.

- Our youth programmes develop young leaders through our Changemakers and Young Facilitators projects.
- We work with children and families through our afterschool and holiday programmes with wraparound support.
- Our team of Community Connectors deliver individualised, one to one support that improve mental health and long-term life chances of our service users.
- The Fitter Finances Programme works to strengthen grass roots community organisations, helping them to build the resilience that allows their communities to thrive.
- Our Community Centre, located in the heart of Manor Park, provides a safe and welcoming space for community groups to deliver targeted activities and services to all who live and work in Newham.

We are looking to recruit four new Trustees to join the Aston-Mansfield/Aston-Mansfield Community Trust (AMCT) board. In particular, we would like to find people with:

1. **Digital** skills to help us improve our use of data and our impact in the digital sphere
2. **Fundraising** and grant application skills to help us increase our service delivery for the local community.
3. **Safeguarding** expertise to help our teams protect children, young people and adults at risk who engage with the charity's work
4. **Legal** expertise, particularly in charity law and property law

We are a Christian charity working with and for all faiths. We believe in supporting people to fulfil their potential, at work and at home, and have lives with meaning and contentment. Some of the families we support face challenging circumstances, many of the children attending our clubs have special education needs or fractured home lives and so look upon their time with us as a safe haven where they can relax and be themselves.

As a Trustee you can help us fulfil our ambitions for our young people and their families and our community, ensuring we provide good quality services in areas of most deprivation and need, helping the next generation to grow and prosper.

We can offer you a collegiate and welcoming environment, interesting work and the chance to feel you are making a meaningful contribution to our organisation and society. Board experience, albeit as a volunteer, can be very positive, offering career development not always available through our roles at work.

We hope you enjoy reading this Trustee Recruitment Pack and that our opportunities are of interest.

*Amanda Whiteford*

Chair of Trustees  
Aston-Mansfield



# About Us

## Our Vision

We want to see more children, young people and families in Newham and east London leading happy healthy lives, realising their potential and unlocking their ambition.

## Our Mission

Using an integrated and community focused approach we will make long-lasting change, offering opportunity, community and inspiration to children, families and young people in Newham and east London.

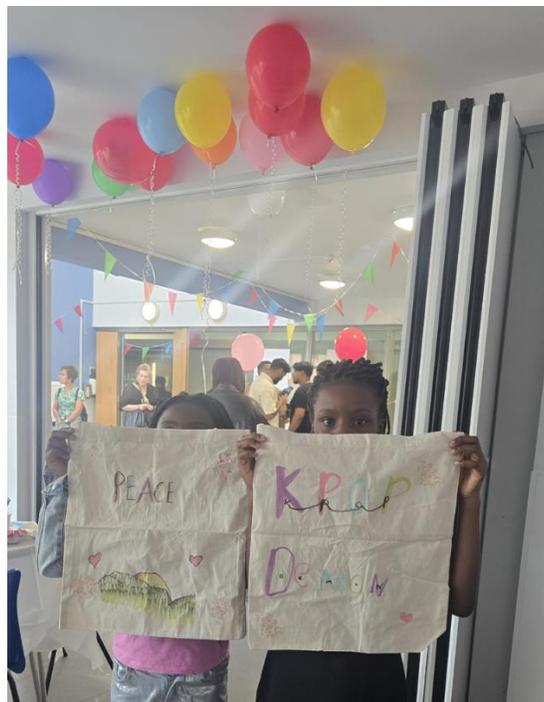
## Our Aspirations and Values

### We want our environment to be:

- Warm and welcoming, keeping everyone safe
- Based on mutual respect, with staff and volunteers who are trustworthy
- Inclusive, where everybody has a voice and is heard
- Honest: doing what we say we will, and communicating clearly and transparently
- One which is nurturing and supports people to grow

### We will

- Put children and young people first, and at the centre of what we do
- Support and encourage diversity and aim to treat everyone fair
- Strive to be connected to local communities



# Legal Trustee - Role Description

## Strategy

Aston-Mansfield is undertaking a strategic review to strengthen and diversify its community development offer across Newham and East London. Building on its strong track record, the charity is exploring how to broaden programmes and income streams in order to respond to emerging community needs, increase impact, and improve long term sustainability.

The review is in an exploratory phase, focused on identifying opportunities for growth across four core areas of delivery: children and transitional youth work, empowering young people, community development and capacity building, and community wellbeing. This evidence led approach prioritises community insight, collaboration across teams, and careful assessment of where new or enhanced provision will add most value.

## Overview of the Role

Aston-Mansfield (AM) is an operational charity. It's sister charity, Aston-Mansfield Charitable Trust (AMCT) owns assets which are used to support Aston-Mansfield and other charities. We are looking for a Legal Trustee to join AMCT. However, AM may also need legal guidance from time to time.

The Legal Trustee provides strategic legal insight, oversight and constructive challenge to support strong governance, effective risk management and informed decision making at AMCT.

The charity operates a community centre and land holdings, including endowed property assets.

Working as part of the Board of Trustees, the Legal Trustee supports the Board in understanding its statutory responsibilities, legal risk exposure and governance obligations. The trustee operates within the collective responsibility of the Board and does not hold an operational legal function.



## Core Trustee Responsibilities

In common with all trustees, the Fundraising Trustee will:

- Act in the best interests of Aston-Mansfield and further its charitable objects.
- Ensure the charity complies with charity law, regulatory requirements and good governance practice.
- Contribute actively to Board meetings, strategy discussions and decision-making.
- Uphold and promote the organisation's values, including being, inclusive, respectful and collaborative.
- Provide appropriate support and constructive challenge to the CEO and senior leadership team.
- Safeguard the charity's reputation, financial sustainability and long-term effectiveness.

## Legal Specific Responsibilities

### **Governance, Charity Law & Compliance**

- Provide strategic advice to the Board on charity law, company law and trustee duties.
- Support the Board in understanding regulatory expectations, Charity Commission guidance and governance best practice.
- Contribute to the review and development of governing documents, policies and constitutional matters where required.
- Advise on the legal implications of strategic decisions, partnerships and new areas of work.
- Support the Board in identifying legal risks and determining when external specialist advice is required.

### **Property & Asset Stewardship (Desirable)**

#### **Contributing at Board level to:**

- Lease arrangements, landlord and tenant matters and property obligations.
- Capital works, redevelopment considerations and long-term asset planning.
- Strategic oversight of endowed land and property assets, including understanding restrictions, fiduciary responsibilities and Charity Commission guidance relating to permanent endowment.

- Risk exposure relating to premises, facilities and land holdings.
- Strategic decisions relating to property acquisition, disposal, development or change of use.
- Protecting and maximising the long-term value of property assets in alignment with the charity's objects.

### **Risk & Strategic Decision-Making**

- Contribute legal insight to major contracts, funding agreements and partnership arrangements.
- Support the Board in maintaining proportionate and effective governance structures.
- Bring an independent perspective to discussions involving legal complexity or reputational risk.

### **Insight, Influence & Advocacy**

- Bring external knowledge of legal developments relevant to the charity sector.
- Where appropriate, use professional expertise and networks to strengthen the organisation's governance and credibility.
- Act as an ambassador for the organisation and its mission.

## **Person Specification**

This role is particularly suited to someone with experience in charity law and/or property law, although wider legal expertise is welcome.

Given Aston-Mansfield's community centre operations and property footprint, experience in property law would be particularly valuable.

### **Essential**

- Qualified solicitor, barrister or senior legal professional, or equivalent significant legal experience.
- Experience in charity law and/or property law (or strong transferable legal expertise).
- Understanding of the legal and regulatory environment in which charities operate.

- Strategic thinking skills, sound independent judgement and the confidence to challenge constructively.
- Commitment to Aston-Mansfield's mission, values and beneficiaries.
- Understanding and acceptance of the legal duties and responsibilities of trusteeship.
- Ability to work effectively as part of a board and build trusted relationships with senior staff.
- A willingness to devote the necessary time and effort to their duties as a Trustee

### **Desirable**

- Experience advising charities or non-profit organisations.
- Experience of property portfolio oversight, lease negotiation or redevelopment projects.
- Knowledge of public sector commissioning, contracts or partnership agreements.
- Understanding of risk management frameworks in small to medium sized organisations.
- Local connection to Newham or understanding of the challenges facing urban communities.

### **Time Commitment**

- The role typically requires around one-two days per month across the year (including preparation for meetings), with a little additional time during the initial induction period while getting up to speed.
- Five board meetings per year (one virtual, four in person). Trustees should try to attend in person most of the time. One in person Board Away Day per year.
- Appointments are usually for a term of three years with the possibility of a three year extension followed by a 1 year final term by mutual agreement up to a maximum term of seven years.
- We welcome the support of our trustees in participating and engaging in external events and networking to represent and promote the charity, where possible.

### **Safeguarding and Eligibility**

- Subject to Enhanced DBS check.
- Trustees must uphold confidentiality and professional conduct.

We want to create more diverse boards, and in particular would welcome applications from women and people from a minority ethnic background.

We particularly welcome applications from people who have a local connection to Newham.

## To Apply

If you are interested in the role, please send your CV and covering letter to [trustees@aston-mansfield.org.uk](mailto:trustees@aston-mansfield.org.uk)

**Closing date: Tuesday 31st March 2026**

