

Voluntary Committee Member Vacancies for the Waterlow Park Committee

Introduction:

Waterlow Park, Highgate, N6, is a jewel in the crown of the London Borough of Camden's parks and open spaces. At 26 acres it is the largest park run by Camden and was bequeathed to the public by Sir Sydney Waterlow in 1889 as a "garden for the gardenless". The park is now held in Trust with the sole trustee being Camden Council.

Set on a hillside with panoramic views over London, the Park includes the historic Lauderdale House and its formal terraced gardens. Waterlow has ponds on three levels, tree lined walkways, mature shrub beds and herbaceous borders, ornamental bedding, expanses of lawn, six tennis courts, a small playground for younger children, and a natural play area for older children. The Park is home to much wildlife, including foxes and bats. In 1998 the Council were successful in bidding for Heritage Lottery Funding which was used to fund an improvement and restoration programme in the park. This saw the creation of a park centre, restoration of the terraced gardens and surrounding historic walls, and the creation of timber boardwalks and viewing platforms at two of the ponds. The Park is staffed permanently by a head gardener, an attendant, two static gardeners and an apprentice. There is also a great deal of local community interest through the Friends of Waterlow Park and the Lauderdale House Society.

The Waterlow Park Project:

Camden Council and the local community recognised a number of years ago that in the future cuts to public sector funding could have a negative impact on the Park. In order to mitigate this we have been working with local community stakeholders on a project to make the park more sustainable should there be reduced resources in the future.

Projects have included refurbishing the two lodges on the site so that they can be privately rented with the income being re-invested back into the park. The Lauderdale House Society has been successful in applying for funding from the Heritage Lottery Fund to refurbish Lauderdale House. The Waterlow Park Centre which is not fulfilling its full potential is in the process of being leased to an external organisation. An interim Waterlow Park Committee (WPC) has been set up whose role will be to bring the local communities of Waterlow Park together and act as a strategic and advisory committee to the Trustee for the future direction of the park.

Chairperson and Secretary wanted for the Waterlow Park Committee:

We are looking for enthusiastic and motivated people to take on the role of chairperson and secretary of the WPC and take an active role in achieving the objectives as set out in the committee's partnership agreement with the London Borough of Camden and Waterlow Park Trust, and the WPC's constitution.

If you are interested in applying then please read the information below about each position and send your CV with a covering letter detailing which position you would like to apply for and why you are suitable for the role to andrew.wright@camden.gov.uk Prior to applying, if you would like a copy of the partnership agreement and WPC constitution then please email andrew.wright@camden.gov.uk

Applications must be received by 12 noon on the 28th July 2016. If you would like to discuss the roles before applying then please call Andrew Wright on 020 7974 1760.

Chairperson Role Description and Person Specification

The Chairperson has a strategic role to play in representing the vision and purpose of the Waterlow Park Committee (WPC). The Chairperson ensures that the WPC functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The Chairperson's tasks are to:

1. Ensure the WPC functions strategically and properly
2. Ensure the WPC is managed effectively
3. Provide support to and supervision of the committee
4. Represent the committee to the public and the Camden council

The chairperson must not currently hold a committee member post in the organisations represented on the WPC.

Preferable qualities and skills:

- Good leadership skills and chairing experience
- Good communication and interpersonal skills
- Experience of working strategically
- Ability to ensure decisions are taken and followed-up
- Local contacts and a good knowledge of the park and area

Time Commitment: The role of Chairperson requires an estimated minimum commitment of on average half a day a week over twelve months.

Secretary's Role Description and Person Specification

The role of the Secretary is to support the chairperson in ensuring the smooth functioning of the committee. The Secretary's tasks are to:

1. Ensure responsible administration.
 - To prepare agendas in consultation with the Chairperson
 - To circulate agendas and any supporting papers in good time
 - To minute meetings and circulate them.
 - To keep a record of all significant documentation within the committee.
 - To ensure that the committee complies with its governing document and any other relevant legislation or regulations.

2. Make arrangements for meetings

Preferable qualities and skills:

Well organised with an eye for detail

- Good communication and interpersonal skills

Time Commitment: The role of Secretary requires an estimated minimum commitment of on average half a day a week over twelve months.