



Salford Litter Heroes

Expression of interest for joining the Salford Litter Heroes committee.

Please complete the following questions to give us an understanding of which role you are interested in fulfilling and why you think you would be the best person for that role. Please keep your response under 1 page of A4 paper and email responses to salfordlitterheroes@gmail.com.

Please include the following in your response:

- Your name
- Your email address
- Your contact number
- Which role you are applying for: Vice chair, secretary, treasurer

- What attracts you to join the Salford Litter Heroes committee.

If you are not able to email, please call Salford City Council on 0161 7932500, go through to general enquiries and they will arrange someone to call you back later.

Background and Vision

Salford Litter Heroes (SLH) was created by a group of Salford residents who are determined to tackle littering and fly tipping within Salford. To achieve this aim we work very closely with Salford Council and a range of other partners.

Value Statement

- We all have a right to live in a litter free and clean environment, and in turn we all have a responsibility to play our part in reducing the amount of litter in our communities.
- “If we don’t care about litter on our street, in our parks or on our high streets, we are unlikely to care about other environmental issues that negatively impact on our lives, our communities and society”¹
- We will do all we can to ensure that the network’s culture is not discriminatory and is collaborative, and non-competitive in all we do.

SLH Management Committee and Associated Responsibilities

As with all roles in a voluntary organisation responsibilities are always ‘best endeavours’, there will be some overlap and people can chip in where they can. However, it is best to stick to the role at hand to prevent being overwhelmed.

¹ https://www.keepbritaintidy.org/sites/default/files/resources/KBT_CFSI_The_Big_Litter_Inquiry_Report_2013.pdf

ROLE 1 – Vice Chair	
Accountability	<ul style="list-style-type: none"> • SLH volunteers • Management committee (of SLH) • Funding Organisations • Maintaining formal relationship with Salford City Council. Salford Litter Heroes is separate from the Council, but work together to solve issues.
Key Tasks	<ul style="list-style-type: none"> • To provide the public face of SLH network • To provide leadership for the SLHs management committee and network of volunteers • To ensure that the SLH network is managed with integrity • To ensure the SLH operates within the agreed constitution • To ensure that if the constitution is questioned an interpretation is provided and (if necessary) a clarification is recommended via change to the network's constitution • To ensure processes are in place to Interview new volunteers who wish to join the network and or management committee • To ensure that effective communication and liaison is maintained across the SLH network and partner organisations. • Be a signatory for the SLH network for legal purposes and financial purposes. This includes the bank account with NatWest. • Representing SLH in meetings with Salford City Council and other cross city partners • To ensure SLH's management committee meetings are held in line with SLH's constitution. • To ensure the SLH AGM (annual general meeting) and any extra meetings are called and held appropriately. • To ensure that all volunteers and management committee members are aware of, discharge their responsibilities relating to the Safeguarding and Protection of vulnerable people, and to the health and safety of themselves and others. All health and safety and safeguarding policies are downloadable on the website.

<p>Role and functions in relation to the SLH Management Committee</p>	<ul style="list-style-type: none"> ● To chair meetings of SLH's management committee, and ensure meetings are supported with agendas and minutes ● To ensure the SLH operates via the management committee and that decisions time scales and those requiring an action are clearly indicated in the minutes. ● To ensure that any actions undertaken by the chair between meetings are properly documented and reported to the next management committee meeting for discussion/ratification. ● To ensure committee members discuss approval prior to an implementation of actions. ● To ensure that each Salford Neighbourhood team (SCC) has a named committee member with whom they can liaise ● Lead for complaints/disciplinaries and responsible for ensuring a fair process is followed. ● Safeguarding lead – Someone to be key contact and ensure a process is followed. ●
<p>Key Skills Knowledge and Experience</p>	<ul style="list-style-type: none"> ● Proven communication skills both verbally and in writing (including email) across a range of partners ● Proven ability to speak in public to a range of audiences including volunteers, management committee members, members of the public, key partner agencies, local and regional press ● Proven negotiation skills ● Experience of providing leadership across a range of partners, and/or organisations ● Knowledge of Salford City Council's policies and procedures to environmental issues including littering and fly tipping ● Working knowledge of Microsoft Office ● Familiarity with a range of social media platforms that are used extensively across partner organisations ● Knowledge of how work groups form and develop ● Knowledge of business planning and organisational change and transformation ● Ability to apply for and gain funding for the group
<p>Key Relationships</p>	<ul style="list-style-type: none"> ● Other management committee members ● SLH's network of Volunteers

	<ul style="list-style-type: none"> ● Salford City Council ● Salford CVS ● Range of partner agencies that share goals as outlined in above vision statement ● Elected members ● Sponsors
Role Sharing	<ul style="list-style-type: none"> ● Vice Chair
ROLE 2 – SLH Treasurer	
Accountability	<ul style="list-style-type: none"> ● SLH Network and volunteers ● SLH Chair ● SLH Management Committee ● SCC and other funding bodies
Key Tasks	<ul style="list-style-type: none"> ● The SLH Treasurer is responsible for the finances of SLH to enable the Management Committee to provide governance of SLH functions. ● The Treasurer is responsible for regularly reporting on SLH's financial status to both the management committee and to funding bodies ● Be a member of the SLH Management Committee ● Receipt of all incoming monies ● Bank all monies received (via NatWest) ● On receipt of appropriate invoices pay all accounts ● Maintain accurate records of all income and expenditure (e.g. keep a stock of receipts and payments made) ● Produce annual accounts for the AGM. ● Provision of a summary report for each SLH meeting ● Be a signatory on the SLH financial account (NatWest) ● Assist with any funding application to try and get funding for the group.
Role and functions in relation to the SLH Management Committee	<ul style="list-style-type: none"> ● The Treasurer is responsible for regularly reporting on the SLH's financial status to both the management committee, SLH volunteer network and funding bodies (as required). ● Be a member of the SLH Management Committee ● Provide advice to the SLH Management Committee in their management of the SLH's finances

Key Skills Knowledge and Experience	<ul style="list-style-type: none"> • Proven knowledge of bookkeeping processes • Proven experience of producing basic accounts • Proven day-to-day management of budgets and finances. • Working knowledge of Microsoft Office programme and a confident user of Excel
Key Relationships	<ul style="list-style-type: none"> • SLH Chair/Vice Chair • SLH Secretary • SLH Development Officer • SLH Management committee members • Member clubs
ROLE 3 – SLH Secretary	
Accountability	<ul style="list-style-type: none"> • SLH Volunteer Network • SLH Chair/Vice Chair • SLH Management committee members • Salford City Council and partner agencies
Key Tasks	<ul style="list-style-type: none"> • Ensure a process is in place, to receive and share correspondence to and from SLH network, and then be responsible for day-to-day SLH Correspondence. • Be responsible for SLH communications with SLH volunteers and partner agencies. This includes, Facebook, the website and email address (Gmail) • Be responsible for Recording of Minutes within any meetings or to ensure minutes are taken of SLH meetings • Be responsible for booking venues for SLH meetings and events including the AGM. • Be responsible for forwarding relevant correspondence to other SLH officers
Key Skills Knowledge and Experience	<ul style="list-style-type: none"> • Proven communication skills both verbally and in writing (including email) across a range of partners • Proven ability to speak in public to a range of audiences including volunteers, management committee members, members of the public, key partner agencies • Knowledge of Salford City Council's policies and allied procedures to environmental issues including littering and fly tipping • Working knowledge of Microsoft Office • Familiarity with a range of social media platforms that are used extensively across partner organisations

	<ul style="list-style-type: none"> • Knowledge of how work groups form and develop
Key Relationships	<ul style="list-style-type: none"> • Chair • SLH Development Officer • Management Committee Members • Salford City Council, partner agencies including funding organisations
Role Sharing	<ul style="list-style-type: none"> • SLH Development Officer for all aspects of SLH development • SLH Social Media Coordinator for updates and regular news