



Trustee Role Description: Building & Premises

Organisation: Noa's Place

Location: Halifax, West Yorkshire

Position: Trustee (Building & Premises Lead)

Reporting to: Board of Trustees / Founder

1. About Noa's Place

Noa's Place was born from a simple but powerful need: a place where families of neurodivergent and disabled children can just *be*. Founded by Josh Barnes after navigating the gaps in support for his own son, Noa.

Our space is being designed to be a "gold standard" for inclusion, a neuro affirmative environment.. Once open, the hub will feature:

- **Sensory & Play Spaces:** Dedicated rooms for regulation and an inclusive indoor playground.
- **Community Cafe:** A welcoming space for parents to connect and a charity shop to support our work.
- **Support & Advocacy:** Practical help for families navigating the SEND system and interactive digital tools.

We believe no family should have to walk this path alone or wait for a crisis to get support. We are a community led organisation where families help shape everything we do.

Together we make space for every family to shine.

Our Vision

We create welcoming spaces where neurodivergent and disabled individuals and families find understanding, connection, and community. You're welcome exactly as you are. This is a place where everyone can simply be themselves and shine.



Our Mission

To create calm, inclusive, and sensory aware spaces thoughtfully designed for neurodivergent and disabled individuals and families. We listen, we understand, and we respond with kindness, building a supportive community where no one is ever left to face challenges alone.

2. Purpose of the Role

As we prepare and search for our permanent space, we need a Trustee with expertise in building management, construction, or property law to help us identify, evaluate, and secure suitable premises for our community hub and to oversee our physical environment as we move towards opening.

3. Key Responsibilities

- **Securing a Physical Home:** Help lead the process of identifying, evaluating, and securing suitable premises for our community hub.
- **Premises Planning & Development:** Advise on feasibility, accessibility, and practical requirements for any potential site, and oversee fit out and maintenance once premises are secured.
- **Compliance:** Ensure any premises meet all health, safety, and sensory accessibility standards.
- **Lease/Property Management:** Provide guidance on heads of terms/lease obligations and relationships with landlords/agents.

4. Person Specification

Requirements

- **Experience:** Background in surveying, construction management, property law, or facility management.
- **Commitment:** Ability to attend board meetings and provide strategic guidance on financial matters.



Ideal but not required

- **SEND Knowledge:** Lived or professional experience with neurodivergence or disability
- **Finance and governance knowledge.**

Why Join Us?

You will be at the heart of creating a life changing space for families in West Yorkshire, ensuring Noa's Place remains a sustainable resource for years to come.

5. Time Commitment and Term

- The Board currently meet every two months (online and occasionally in person).
- The Trustee will be expected to dedicate approximately 4-6 hours per month to review applications and provide strategic advice.
- The initial term of office is three years, with the possibility of renewal.

6. Legal Duties of a Trustee

In addition to the specific responsibilities of the Fundraising & Grants role, all Trustees are legally responsible for:

- Ensuring Noa's Place is carrying out its purposes for the public benefit.
- Complying with the charity's governing document and the law.
- Acting in the charity's best interests.
- Managing the charity's resources responsibly.
- Acting with reasonable care and skill.
- Ensuring the charity is accountable.

7. Disclosure and Barring Service (DBS)

Due to the nature of our work with children and vulnerable adults, this role is subject to an enhanced DBS check.