



# Trustee Recruitment pack

## Information for prospective board members

### Who we are

Wallsend Children's Community embodies a collective commitment to fostering positive change while empowering individuals within our community to thrive. We are a local, independent charity which is overseen by a Board of Trustees. We are a small staff team working full and part time and have 32 active volunteers helping us deliver our projects and activities.

We are here to empower every child, young person and family in Wallsend to fulfil their potential. To achieve this vision, we have developed a comprehensive strategy grounded in our core values of resilience, collaboration and innovation. Through our 'cradle to career' approach, we aim to address the root causes of poverty and inequality by harnessing community strengths, fostering partnerships and advocating for essential reforms.

### Our Mission

To empower a system of support that enables children, young people and families to thrive.

### Our Vision

Our vision is clear: to empower every child, young person and family in Wallsend to fulfil their potential.

### Our Values

To achieve our vision, we have developed a comprehensive strategy grounded in our core values of:

- We all love Wallsend
- We include and involve
- We speak and behave 'human'
- We put our talking into action

Through our 'cradle to career' approach, we aim to address the root causes of poverty and inequality by harnessing community strengths, fostering partnerships and advocating for essential reforms.

## **The role of board members**

The Board of Trustees has responsibility for the governance of Wallsend Children's Community, including to:

- Work collectively with other trustees and maintain good relationships with the trustees, staff and volunteer teams.
- Determine strategic direction and policies of Wallsend Children's Community.
- Help the activities of Wallsend Children's Community reach the diverse communities in our area, not just the views of majority groups or the most high-profile issues.
- Support the delivery of work including helping to design and deliver engagement activities and research projects. Ensure that Wallsend Children's Community achieves its aims and objectives. Establish and oversee control and risk management arrangements. Oversee operational management, facilitate quality assurance and ensure the implementation of Board policies.
- Help to ensure that Wallsend Children's Community complies with all relevant regulatory and statutory requirements.
- Promote the organisation at occasional key events and other meetings, and help establish constructive, high-quality relationships, with key current and potential partners and stakeholders, internal and external, as required.

## **Board members are expected to work collectively to:**

1. Attend board meetings and participate in other relevant groups, meetings and training where required.
2. Attend external meetings and events representing Wallsend Children's Community as required.
3. Prepare for meetings and respond to communications in between.

Positions on the Trustee Board of Wallsend Children's Community are voluntary and unpaid, however reasonable expenses will be considered as outlined in an agreed remuneration policy.

## Person Specification

### Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equity, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### Experience

As a new charity, we are searching for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board, as well as adding new skills, knowledge, and competencies. We are a small group, able to welcome several new additions. We are particularly interested in people bringing experience in **finance, marketing, fundraising, and governance**. You do not need previous experience of being a Trustee – we will provide a full induction and training.

### Applications will be considered from:

People who wish to give their time to something as they feel passionate about a community serving its children.

Board Members will preferably reside or work within North East England and show some understanding of the key issues affecting children in Wallsend as part of the recruitment and selection process.

## Exclusions

Individual circumstances will be considered by the Trustees, but generally people will also be excluded if:

- They have been dismissed as a trustee or an Executive Lead / CEO from an organisation of any kind
- They are the subject of a bankruptcy restrictions order or similar order. They have been dismissed as an employee for a reason other than redundancy
- Anyone who is under a disqualification order under the Company Disqualification Act 1986
- Anyone who fails to comply with the Wallsend Children's Community Code of Conduct and Conflict of Interests policies
- Individuals on the sex offenders register are disqualified from serving as trustees
- Individuals with unspent convictions for offences involving dishonesty or deception, such as fraud, are disqualified

## Application process

Included in our pack you will find our most recent strategy, explaining in more detail our work and what we wish to accomplish. You will also find informative examples of what we do.

Please submit your CV with a covering letter highlighting your suitability and why you wish to join Wallsend Children's Community Board.

Closing date: **Midnight on Monday 28 October 2024**

Interview date: **Thursday 14 November from 3pm**

Return applications to: [Paula.mccormack@ntlp.org.uk](mailto:Paula.mccormack@ntlp.org.uk)

To download the recruitment pack visit:

<https://www.childrenscommunitynetwork.org.uk/our-communities/wallsend>

If you would like to discuss the opportunities further, please contact the Chair, David Baldwin by email: [david.baldwin@ntlearningtrust.org.uk](mailto:david.baldwin@ntlearningtrust.org.uk)

Wallsend Children's Community. Charity no. 1210254

## Board role descriptions

### General Board Member Role Description

#### Overview

The responsibility of all trustees is to ensure the charity is carrying out the purposes it was set up to achieve and complies with the legal requirements set out in charity law and any other relevant legislation.

#### Role of Board Members

- To ensure Wallsend Children's Community achieves its aims and objectives
- To work collaboratively with other trustees, staff and volunteers to achieve the mission, vision and values
- To determine the strategic direction and development of policies of Wallsend Children's Community
- To support the delivery of work
- To establish and oversee monitoring, control and risk management arrangements
- To facilitate quality assurance, ensuring the development and implementation of policies and procedures
- To ensure that Wallsend Children's Community complies with all relevant regulatory and statutory requirements
- To promote and represent the organisation at occasional key events and meetings
- To assist in the development and maintenance of constructive relationships with key partners and stakeholders

To achieve the above Trustees are expected to:

- Attend board meetings and participate in other relevant groups, meetings and training when required
- Prepare for meetings and respond to communications in between
- Attend external meetings and events representing Wallsend Children's Community as required

## **Board Member Role Description - Treasurer**

### **Overview**

Whilst all trustees are collectively responsible for the management of the resources, the treasurer will act as the lead trustee in monitoring the financial governance, budget and accounts to ensure all trustees are aware of the finances and are able to make informed decisions based on available resources.

### **Role of Treasurer**

- To oversee the financial affairs of the organisation and ensure they comply with the Financial Conduct and Internal Control Policy
- To monitor and report on the financial health of the charity
- To support and ensure the production of necessary financial reports/returns, accounts and audits
- To support and ensure the production of an annual budget and monitor income and expenditure throughout the financial year
- To report to the Board any variances or concerns in relation to the budget and/or any financial arrangements pertaining to the charity
- To appraise the financial viability of plans and proposals put to the Board for decisions

To achieve the above the Treasurer is expected to:

- Liaise regularly with the Executive Lead / CEO and relevant staff with budgetary responsibilities
- Access monthly budget monitoring information and seek explanations for variations in income or expenditure
- Keep the Board informed of the budget position and any unplanned variances