

CHARITYWORKS TRUSTEE INFORMATION PACK

FEBRUARY 2017

February 2017

Dear Applicant,

Thank you for your interest in becoming a trustee of the Board of Charityworks.

Charityworks was established in 2009 and is now recognised as the national graduate programme for the non-profit sector. The programme's aim is to support the development of a non-profit sector better able to serve the people, causes and communities that rely on it. In a challenging political and economic landscape, and in the face of increasingly complex social issues, Charityworks believes that the sector's success will depend on talented and committed people using their time and skills in the pursuit of social change. To this end, Charityworks provides a model which enables high potential graduates to launch and develop their careers in the sector at the same time as providing any non-profit organisation with a cost-effective way of recruiting and developing talented graduates.

Charityworks operates as a charitable company limited by guarantee. Day to day management of the graduate programme is delegated via contract to a social enterprise called Koreo. This work is overseen by the Board of Trustees and supported by a professional advisory body. A couple of excellent, long-standing trustees have recently stood down as their terms of office have come to an end and we are now seeking to replace that capacity.

The Board is looking for candidates with a strong track record of achievement in their chosen field with governance and/or management experience at board or senior executive level and an interest in and commitment to leadership development. We would welcome applications to extend the diversity of board membership. Expertise which would be particularly valued includes digital, marketing, HR, higher education and experience with foundations and trusts.

We hope that the following information and our website give you a good introduction to Charityworks and to the roles we are recruiting for. If you have additional questions or would value an early informal conversation please contact me via tel: 07740202356.

Helen Baker
Chair of Charityworks

THE ORGANISATION

Charityworks is promoted each year to all UK universities via a nationwide recruitment campaign and is open to any charity or housing association in England regardless of size, beneficiary group or activity. All graduate applicants go through a comprehensive selection process designed to find the most capable and high potential candidates following which successful trainees spend 12 months delivering a real job in one of the exceptionally diverse non-profit organisations in our network. Charityworks also draws on this collaborative network of participating organisations to deliver a graduate leadership programme across the year for the trainees which is endorsed by the Institute of Leadership and Management.

In 2016 /17, our eighth year, we received close to 4500 applications and are currently supporting 138 trainees in full time paid roles with 76 organisations through 6 programme hubs across the country

Further Information about Charityworks can be found at: <http://www.charity-works.co.uk/>

TRUSTEE ROLE AND EXPECTATIONS

PURPOSE

To provide good governance and leadership of Charityworks to support the delivery of the organisation's objects and mission.

Board members must act in the best interests of Charityworks, sharing the responsibility with other board members for making sure that the organisation is well run. They should use any relevant knowledge or experience they have to help the Board of Trustees to reach sound decisions.

MAIN RESPONSIBILITIES OF BOARD MEMBERS

1. To determine and regularly review the strategic aims and plans of Charityworks and to evaluate performance against agreed targets.
2. To ensure that a strong and effective contract is in place with the body providing day to day management of the programme as the managing agent for Charityworks
3. To ensure that Charityworks acts within the law at all times and fulfils all regulatory requirements.
4. To ensure that Charityworks has policies in place which support it to achieve its aims and that it strives to achieve best practice in all areas of its activities.
5. To ensure that Charityworks develops strong organizational controls and manages its risks well.
6. To ensure that Charityworks is well managed financially. This includes the adoption and oversight of the annual budget and the oversight of any fundraising.
7. To oversee programme planning and evaluation.
8. To communicate openly with all stakeholders about the work and performance of Charityworks and to take into account feedback from them.
9. To promote Charityworks and to safeguard its reputation.

The Charity Commission guidelines covering the role and expectations of trustees can be found at <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/>

PERSON SPECIFICATION

The Board is looking for:

- A strong track record of achievement in the applicant's chosen field
- Governance and/or management experience at Board or senior executive level;
- An interest in and commitment to leadership development

The Board would welcome applications to extend the diversity of its membership. Expertise which would be particularly valued includes:

- HR
- Digital
- Marketing
- Higher education
- Foundations and Trusts

PERSONAL ATTRIBUTES

- Committed to Charityworks' purpose
- Acts with integrity.
- Understands strategic leadership
- Demonstrates intellectual rigour and analytical insight
- Builds positive culture and constructive working relationships
- Communicates clearly
- Demonstrates resilience

TIME COMMITMENT AND REMUNERATION

LENGTH OF TERM:

Three years, which may be renewed up to a maximum of two further consecutive terms of three years pending approval of the board.

MEETINGS AND TIME COMMITMENT:

- The board of trustees generally meets in afternoons 5 times a year in Central London. One of these meetings is extended as an annual away day. Standard meetings typically last 3 hours.
- Board members are expected to prioritise attendance at all meetings of the board.
- Board members are also expected to make every effort to engage in/attend at least one element of the graduate recruitment process and to attend the graduation event each year.

As with most trustee roles this one is unremunerated, but reasonable out of pocket expenses will be reimbursed.

RECRUITMENT PROCESS

Candidates wishing to apply for this role are asked to supply the following:

- a supporting statement, explaining how you believe your skills and experience match the requirements of the role and directly addressing the person specification
- a comprehensive CV including details of your achievements in each role
- details of two referees, who will not of course be contacted without your prior knowledge or consent.

The closing date for applications is March 13th when shortlisting will take place. Interviews are scheduled for 20th March in central London.

Please submit your application to info@charity-works.co.uk

Charity Works is committed to equal opportunities and is an Inclusive charity. If you require any support in making your application please advise us and we will look to make reasonable adjustments.