

Trustee Information Pack

Summer 2024



A Little Bit of Sunshine UK (ALBOS UK) is a charity registered in England and Wales (1204314).

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Message from our Chair

Dear applicant,

For many years, young people have pushed for better access to mental health support, increased awareness and education, and greater youth engagement in decision making. A Little Bit of Sunshine UK aims to provide this for the young people of today as well as those of tomorrow.

The charity is youth-led from the centre out, championing young people to be in the driving seat to truly create meaningful and impactful change. Our people embody our mission and vision of a community where youth mental health is paramount.

We achieved registered charity status in August 2023 and are currently preparing several programmes to launch in the coming months in pursuit of our charitable objectives. It is, therefore, a very exciting time to consider joining our Board of Trustees.

There are plenty of opportunities to take on additional responsibility and leadership roles within our dynamic and flexible Board. If you have a passion for our work and want to be part of this change, we want to hear from you.

Please do not hesitate to reach out if you have any questions or would like to discuss these roles informally before applying.

I am excited to review your application and hopefully meet you at an interview. I look forward to seeing you around the boardroom table soon!

Good luck,

Jamie Burrell

Chair of the Board of Trustees

A Little Bit of Sunshine UK

Suite 2860, 37 Westminster Buildings, Theatre Square, Nottingham, NG1 6LG

Tel 0300 302 0270 | Email office@albos.org.uk | Website www.albos.org.uk

Information about A Little Bit of Sunshine

Overview of our charity

We are the youth-led mental health charity working to integrate youth voice in mental health and wellbeing support. Our mission is to secure a brighter future for young people by creating a platform for them to shape the services they access.

Together, we champion meaningful change for a world where every young person feels valued and empowered to seek support when they need it. We want to help young people have a say in decisions that affect them.

Our values act as a guide for staff and Trustees about how we work at A Little Bit of Sunshine. Our 'ALBOS' values create a framework for taking actions and making decisions at every level of the charity.

You can find more information about our team, our projects, and the work we do on our website at www.albos.org.uk/about-us.

What we're working on

Mental health is more important now than ever before. This is the message that we consistently emphasise in all our work. Our work includes policy and public affairs, creating resources for young people and their families to access, and educating people on what mental health actually is, and how they can support themselves and others.

With 2024 being an election year, we are focusing on enhancing our profile and interaction with key decision-makers both nationally (Westminster) and locally. It is vital that we campaign for change in line with our charitable objectives.

As a new charity, we are currently in the process of designing the projects that we will facilitate. We recently formed a Steering Group to provide guidance and leadership for this work, ensuring that it is focused on young people and their needs, and is well aligned with our strategy of Support, Engage, and Influence.

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Our 2024 Strategic Plan

The charity's Board of Trustees appoints a Chief Executive who recruits a staff team, who in turn plan and deliver the organisation's projects and programmes which ensures the charity fulfils its aims and mission.

Our workstreams

To fulfil our charitable objectives we have identified key work streams for the charity to create an impact on young people's lives.

Support	Providing support to young people looking for help with their mental health, signposting and helping young people to access services.
Engage	Improve the wellbeing and support services for children and young people through youth advocacy.
Influence	Promote the importance of youth voice within mental health and wider health education policy at a local, regional, and national level.

These workstreams are then translated into opportunities for our volunteers and the young people involved in our projects.

As a youth-led charity, we are committed to creating more opportunities for young people to develop into healthy and active citizens. We have identified a need to create roles that empower young people to take the lead, and we fully embrace our responsibility in making this a reality.

This is why we are committed to having young people lead the design and delivery of our projects from the beginning. Our newly formed Steering Group will lead the work across our workstreams to ensure they are fit for purpose and continuously assessed against a series of Key Performance Indicators (KPIs), objectives set by the board, stakeholders, and funders involved.

Much of the charity's work is educational and therefore qualifies us to be a registered charity. Legally, a charity must be run by a Board of Trustees whose duties are defined under charity law.

Governance and the role of the Board

The A Little Bit of Sunshine Board is a group of dedicated people with diverse skills and experience from various sectors who volunteer their time to provide strategic guidance to the charity. The board of trustees is legally responsible for the charity.

The term 'governance' is not the same as delivery. Trustees do not have a role in campaigning or running projects. Instead, trustees oversee the effective management of the charity, ensuring compliance with its governing document and meeting its charitable objectives.

The board meets six times a year, in addition to other duties. The role of a trustee is a voluntary position that puts young people at the centre of what we do. Being a trustee is a significant commitment and can be challenging at times. However, the skills and experience gained in this role will open up further opportunities and showcase expertise in senior leadership, strategy, and governance.

A Little Bit of Sunshine appoints a team of volunteers, led by the Chief Executive, who is directly appointed by the Board. The CEO and their Executive Leadership Team are responsible for the day-to-day operational management of the charity.

Our commitment to our Trustees

Once Trustees have been appointed to the Board, we will deliver an induction into the role of a Trustee and what the role entails. All trustees must attend this induction. The induction provides new trustees with information about A Little Bit of Sunshine, what we do and the role of a trustee. It will also help to refresh the knowledge of existing trustees and create an opportunity for the board and staff to work together to outline the charity's strategy and opportunities for growth.



Trustee Role Description

Summary

As a Trustee, your role will be to use your skills and personal experience to contribute to the work of the Board. The trustees are volunteers who form a collective body known as the Board of Trustees, sharing responsibility for all aspects of the governance of the organisation.

The purpose of the Board of Trustees is to advance the organisation, keeping within its charitable objectives. The trustee's role is focused on providing strategic oversight of the charity's operations and finances with day-to-day responsibilities in the hands of the CEO and executive leadership team.

Time Commitment

You will be required to attend six full board meetings, and join at least one committee of the full board which meets in between the full board meetings. You will also have to read papers which will be circulated before board meetings or where necessary.

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Responsibilities

- To ensure that A Little Bit of Sunshine (ALBOS UK) complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure ALBOS UK uses its resources exclusively in pursuance of its objectives: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to ALBOS UK, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets.
- To act as Lead Trustee for a specific area of operation
- To attend and contribute to meetings of the Board and its Committees
- To safeguard the good name and values of ALBOS UK.
- To ensure the effective and efficient administration of ALBOS UK.
- To ensure the financial stability of ALBOS UK.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To oversee the appointment of management staff and to their performance.

Person Specification: Trustee

- Commitment to ALBOS UK and its values and ethos.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Willing to put the interests of A Little Bit of Sunshine first over their own personal or political views
- Ability to think creatively.
- Able to ask questions, scrutinise and making sure things are done properly
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- To adhere to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

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Overview of the process to become a trustee

To apply to become a trustee, you need to:

- Ensure you have read this **Information Pack in full**
- Complete the online **Trustee Application form** [here](#)

An offline version of the questions from the Trustee Application form can be accessed [here](#).

We will then review all of the applications to determine if they meet the criteria outlined in the specification for the role of trustee. We will then invite a certain number of applicants to a virtual interview. Unfortunately, we cannot guarantee an interview to every applicant who completes the application form.

If you are shortlisted for an interview, you may be interviewed between the 8th and 12th of July 2024. It is important that you are available on one of those dates. The interview will assess in more detail how you meet the criteria for becoming a trustee.

Trustee Recruitment Schedule

10th June	Applications for trustees open
30th June	Deadline for Trustee applications
5th July	Applicants notified if invited to interview
8th-12th July	Trustee Interviews
16th July	Applicants notified if their application will be recommended to the full Board
Summer 2024 Date TBC	Annual General Meeting

If you have any questions about the process, or anything else in this pack, please get in touch with us at: trusteerecruitment@albos.org.uk