



# Trustees Recruitment Pack

June 2024



# ROLE SUMMARY

**We're recruiting up to 3 new Trustees to lead Sing Inside through the next stages of our development.**

**Role purpose: to bring vision and leadership to the charity, provide good governance and review our performance against our strategic objectives within the charity's mission, vision and values and charitable objects.**

**Reporting to: Chair of trustees**

**Location: Remote, but attendance of prison visits is encouraged. Board meetings happen largely online, with hopefully more in-person meetings in the future (expenses covered).**

**Time Commitment: Quarterly board meetings for approximately 2 hours, preparation time reading papers and responding to emails. Other time commitments by agreement e.g. committees, working groups etc.**

**Remuneration: Voluntary role. Reasonable expenses and training as agreed.**

**Terms of Office: 3 year term, maximum 2 x terms served (6 years total).**



# ABOUT SING INSIDE

**Sing Inside provides group singing workshops in prisons across England and Wales, bringing local volunteers together with people in prison to form community choirs. We enable all participants to enjoy singing with others free from judgement or assessment, inspiring hope and confidence, and facilitating connection to others. We train confident, inspiring community music leaders who deliver engaging, accessible singing sessions. We prioritise enjoyment in our approach to increase confidence, promote teamwork and encourage participants to recognise their individual contribution to a shared goal.**

**Sing Inside began as a grassroots student volunteering project, registering as a CIO in March 2019. We have grown to work nationally, with our Trustees and small staff team overseeing three established local committees of volunteers in Cambridge, Oxford and York, as well as other work across the country. Local committees support the staff team to organise visits in their area, tailoring our approach to local community needs and interests and effectively recruit volunteers and boost engagement. Our local volunteer committees are supported and trained by staff to create a strong network of prison partnerships under the Sing Inside umbrella.**



# OUR VISION

## Our vision is:

- To see opportunities for group singing in every prison in England and Wales as part of a diverse range of educational and creative opportunities which inspire hope. These opportunities can be accessed by all people who live and work in prisons;
- To see those with influence over prison regimes recognise that opportunities to have fun and share enjoyment with others is a prerequisite of positive community engagement and social behaviour;
- To see social barriers between people in prison and the general public eradicated through improved understanding of life inside prison and to build a shared understanding of everyone's capacity to contribute positively.

A woman with long dark hair, wearing a dark blue long-sleeved shirt and black pants, stands in the center of a room, gesturing with her hands as if presenting. She is wearing a lanyard with an ID badge. In the foreground, the backs of two people's heads are visible, showing they are seated and listening. To the left, a whiteboard on a stand has handwritten text. The room has brick walls and a small framed picture on the wall. A large, stylized graphic with blue and green brushstrokes is overlaid on the right side of the image, containing the quote.

"Meeting new people, being part of a group, doing something positive."

[Participant]

# WHERE WE ARE NOW

Following Covid-19 restrictions stopping Sing Inside's work entirely in prisons, we have rebuilt our relationships and our understanding of how the prison environment and need for our work has changed.

## Staff Team

Until 2023, we were entirely volunteer-led. We then made the decision to institute a part-time Chief Executive role as a salaried post, to put the charity on a more sustainable and balanced footing. We then recruited a Programme Manager to oversee existing work with committees and visits. At the start of 2024, our first Chief Executive, one of the founding volunteer members of Sing Inside, stepped away and we recruited a new Chief Executive to help lead Sing Inside into its next stage of development. We are supported by a freelance bid writer and a variety of volunteers providing advice and guidance.

## Trustees

Two of our founding Trustees when we registered as a CIO are reaching the end of their second terms in June 2024, as well as several Trustees stepping away at the end of their first terms due to changing personal circumstances. We are delighted that two other founding volunteer members have become Trustees which leaves us in a good position of retaining historical information and expertise combined with new Trustees and skills we wish to recruit.

## What We Need

We are looking for up to 3 new Trustees to join 4 other Trustees, making a Board of up to 7. Following a Spring 2024 skills audit, we have identified a need for the following skills and experience on our Board: strategic and change management, finance, marketing, grant fundraising, community fundraising, HR, lived experience of prison environment.

# Role Description

**All trustees are responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities, and developing the organisation's aims, objectives and goals in accordance with the governing document as well as legal and regulatory guidelines.**

**All trustees are responsible for carrying out their statutory duties and holding the charity "in trust" for current and future beneficiaries.**

**We envisage one of the Trustee roles to be a finance focused role with separate responsibilities listed below, in addition to the responsibilities on the next page for 'All Trustees'. The other two roles will be generalist Trustee roles with responsibilities listed on the next page.**

## **FINANCE ROLE**

- **Ensure controls and procedures in place are effective and proportionate**
- **Second authorising payments when necessary**
- **Report to Board of Trustees on the financial health of the charity**
- **Oversee the financial risk-management process**
- **Ensure the financial resources of the charity meet its present and future needs**

**Support the Chief Executive with:**

- **Management Accounts**
- **Preparing the annual budget and any project budgets where required**
- **Preparation of end of year accounts and independent examination**



# RESPONSIBILITIES - ALL TRUSTEES

All trustees are responsible for carrying out their statutory duties and holding the charity “in trust” for current and future beneficiaries by pledging:

- To ensure the organisation complies with its governing document, relevant laws, and legally binding agreements with other bodies, ensuring that the charity’s governance is of the highest possible standard.
- To contribute actively to the Board of Trustees’ role in giving firm strategic direction to the organisation, agreeing a vision, setting overall policy, defining goals and setting targets, monitoring strategy, and evaluating performance against agreed targets.
- To ensure the organisation applies its assets and resources exclusively in pursuance of its objectives, taking all due care over their security, deployment and proper application.
- To safeguard the good name and values of the organisation, and to promote the profile and standing of the charity in the community
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation’s funds.
- From time to time, to represent the trustees and the charity at external events or other occasions as agreed by the board.
- To make full use of any specific skills, knowledge or experience to help the board make good decisions.



# Person specification continued

## Essential

- **Demonstrable experience in one of the skill sets outlined previously (strategic and change management, finance, marketing, grant fundraising, community fundraising, HR, lived experience of prison environment)**
- **Commitment to Sing Inside's objects, aims, and values, and willingness to devote time to carry out responsibilities, and to be available on an ad hoc basis for advice and enquiries**
- **Analytical and evaluation skills, demonstrating sound independent judgement, effective decision making, and strategic vision**
- **Good communication and leadership skills, including a conviction to make unpopular recommendations if needed to the board and a willingness to speak their mind**
- **An ability to work effectively as a member of a team**
- **History of impartiality, fairness and the ability to respect confidentiality**
- **Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.**

## Desirable

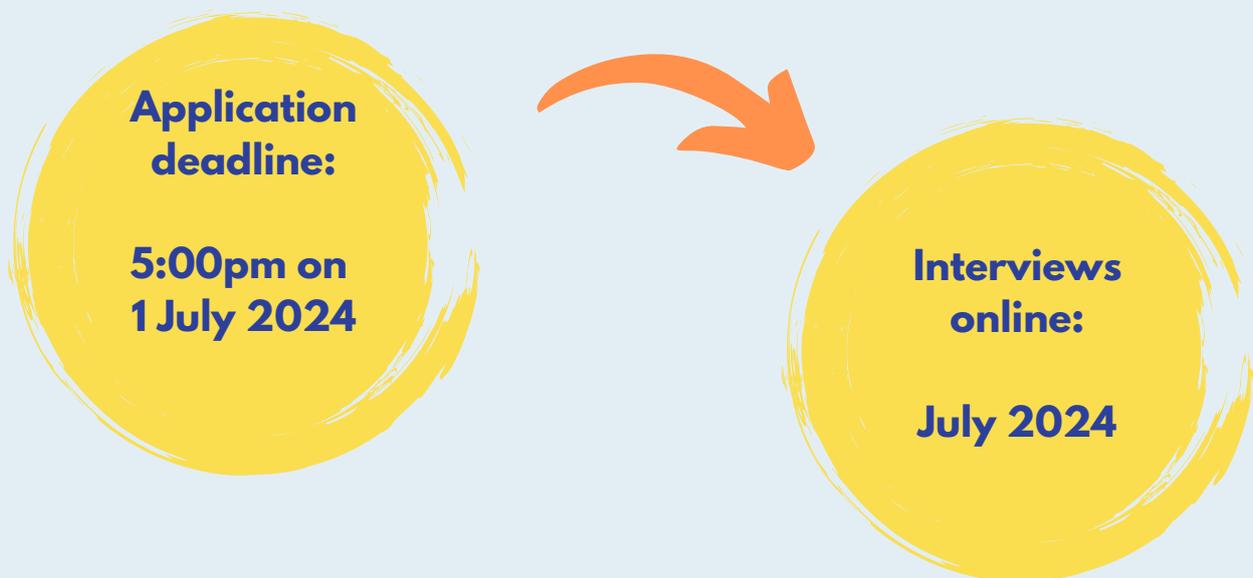
- **Demonstrated experience of operating within a board in a charitable, public sector, or commercial organisation on financial matters**
- **Financial management and analysis skills**
- **Knowledge of charity fundraising**
- **Skills and experience in one or more areas of non-executive governance and management, such as strategic planning, business management, legal knowledge, PR, digital and communications, HR issues, and trusts or other grant-giving bodies, and stakeholder management**
- **Understanding of, and an ability to connect the organisation with, any of the following: the UK charity and voluntary sector, public sector organisations in or connected with the creative arts, education, and criminal justice**
- **Understanding or experience of the UK criminal justice sector and the prison system**
- **Musical experience and/or empathy for the arts.**

# ABOUT THE APPLICATION PROCESS

One of our values is to be an anti-racist and inclusive organisation. We are committed to building an organisational culture which challenges the racism and discrimination at play within the criminal justice system and we recognise that recruitment practices play a significant role in building that organisation. We actively encourage applications from those who are Black, Asian, Minoritised or who identify as disabled.

We are also committed to placing the voices of people who have experienced life in prison at the heart of our work, and we particularly encourage applicants with lived experience of the criminal justice system. We want to hear from candidates who could bring different perspectives and experiences to our work; if you have any questions about the process, please don't hesitate to ask.

We are aiming to follow the recruitment timeline below:



"Uplifting, entertaining, enjoyable. It's good to mix with colleagues and visitors. A good feeling when we bring enjoyment to others." [Prison resident]

# HOW TO APPLY

To apply, please email your CV and a cover letter (no more than 2 sides of A4) referencing your interest in the role and skills and experience to meet the essential and desirable criteria above to [trustees@singinside.org](mailto:trustees@singinside.org).

If you have any questions about the role, please do contact our trustee Áine Jackson on [trustees@singinside.org](mailto:trustees@singinside.org) to arrange a conversation.



It couldn't possibly have been better. I was treated as a human being. Not once did I feel like a prisoner. I had a little private cry at lunchtime.

{Workshop participant}



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