



Trustee Job Description

About Starlight

The Duties of a Starlight Trustee

1. Excited and inspired by our purpose you'll ensure that everything we do is aligned to driving forward that purpose for the benefit of sick children and their families. You'll be actively involved in developing our strategy, agreeing plans and evaluating their impact.
2. With other experienced Trustees you'll ensure that we are a well-run charity, operating responsibly, complying with our governing document and the requirements of multiple regulators including the Charity Commission, Companies House and HMRC.
3. You'll always act in the best interests of the charity, working together with the other Trustees to make balanced and well-informed decisions. You'll be prepared to question and challenge, contribute an opinion and accept and drive forward majority decisions when they've been made.
4. Our resources are limited and precious so you will want to ensure that they are used responsibly, managing risks, protecting assets and always protecting the reputation of Starlight. You'll also be willing to roll up your sleeves to help raise the money, the resources and create the connections that the charity needs to achieve our ambitions for children and their families.



5. Our Board is diverse, and everyone acts with skill and care, you'll enjoy using your own skills and experience, but you'll also be willing for the Board and the charity to take expert advice if it's needed. You'll naturally want to prepare well for meetings by ensuring that you have the information needed which will enable you to be an active participant.
6. You'll always have positive intent as a critical friend to the Starlight Directors and wider team.

(3 x 3-hour remote meetings; 1 x full day in-person meeting in Hammersmith)

Trustee Culture & Safeguarding Lead

Culture, equity, diversity, inclusion and safeguarding are the responsibility of all Trustees, but it is not necessarily core to their experience and expertise. Our culture and safeguarding lead will support our work in ensuring that we continue to cultivate an authentic EDI- centred organisation. They will also have the experience and expertise to lead on safeguarding and chair our quarterly Safeguarding Committee meetings, reporting back to the Board of Trustees on safeguarding risk, policy and practice. **(4 x 2-hour meetings)**

Equity, diversity & inclusion

Our Trustee lead will ensure that our EDI vision and principles are central to all of our Board discussions and decisions, raising the consciousness of the Board for their shared responsibilities. They will also meet with the Starlight Team EDI Group on a quarterly basis to contribute expertise and to support the review and development of operational policies and practices. **(2 x 2-hour meetings)**



EDI VISION AND PRINCIPLES

We have the courage to stand up for a fairer world,
always conscious of our intent over thoughts & actions



Safeguarding

Safeguarding means taking reasonable steps to protect people from harm when they come in to contact with Starlight. It is a high impact risk area for Starlight. Children are of course of primary importance to our purpose, but our safeguarding responsibilities also extend to their families, our colleagues, volunteers and any other people who come into contact with us and our work. Integral to this is the Trustees' role in promoting a fair, open and positive culture and ensuring that everyone involved with Starlight feels able to report concerns, confident that they will be heard and responded to.

The vacancy has arisen as our current lead Trustee, Anna Gawn, will be leaving the Board in early 2025. The role is about adding to our existing experience and expertise, and involves:

- Taking forward and developing safeguarding policy, code of conduct, training and reporting
- Contributing safeguarding support and challenge as Chair of the Safeguarding Committee
- Acting as an identified liaison between colleagues and the Trustee Board.

With a highly experienced Children's Services team led by Dr. Krutika Pau, the new Trustee will be well-supported in their role. The main duties are:



1. Strategic

- Consider the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to our activities, statutory guidance, and the safeguarding expectations of the Charity Commission.
- Work with our designated safeguarding lead to regularly review whether measures put in place are creating a safer culture and keeping people safe.
- Check that our risk register reflects safeguarding risks properly and includes appropriate management and mitigation measures
- Ensure there is space on Board Meeting agendas for safeguarding reports and help trustees to understand and challenge those reports.
- Chair the operational Safeguarding Committee and be the liaison between the Committee and the Board of Trustees.

2. Effective policy and practice

- Ensure that there is an annual review of safeguarding policies and procedures and that this is reported to trustees.
- Understand the monitoring that Starlight does to see whether policies and procedures are effective.
- Audit data and review cases to learn and improve Starlight's policies, procedures and practices.
- Oversee safeguarding allegations against colleagues or volunteers, with CEO and designated safeguarding lead.
- Be a Trustee point of contact for colleagues or volunteers if someone wishes to complain about a lack of action in relation to safeguarding concerns.

3. Creating the right culture

- Champion safeguarding throughout the organisation.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend events and activities to engage with the Starlight team, volunteers and families to understand safeguarding on the ground.
- Work with the chair, CEO, designated safeguarding lead and communications team in the event of a serious safeguarding case.
- Support regular safeguarding training and updates

Starlight Values



OUR VALUES

"Our standards and the environment we create through our behaviours"



Responding to the world around us

We are inspired by the changes in the world around us. We have the freedom and courage to try something new, always learning and adapting to people's needs. It means trying stuff out, seeing what happens and pushing our boundaries.




Working together for our purpose

We aim high, think big, are imaginative and curious in everything we do. We celebrate our achievements, and we help and support each other when challenges come. We all play our part in our purpose and have fun along the way.



Taking the time to understand

We take the time to understand ourselves and our impact. We actively listen, seeking to learn and understand from everyone's experiences in life. We are open to the opportunities and possibilities this awareness brings to ourselves, others, and Starlight.



Trusted to be our best

The trust we have in each other, and our purpose guides our decisions, choices, and actions. When we are trusted our confidence grows, we ask for help, and we feel safe to be who we are. In any situation we say 'we' rather than 'they'. Most of all we trust in the Power of Play for children and adults alike.

To apply

In your application we'd love to hear about what inspires you about Starlight's purpose and culture, your expertise and experience in EDI and safeguarding and how you would also be able to contribute more broadly to the Trustee role and Starlight's success. We'd like a document that is very personal to you, an email is fine or if you prefer a letter, accompanied by a CV which will need to have two current references – employment and character ideally.

We will consider applications until Monday December 9th and interviews will take place week commencing January 6th, 2025, with the Chairman Alain Wolffe, CEO Cathy Gilman, Director of Children's Services Dr. Krutika Pau and Head of Culture & Development Wenda-Kate Randle.

We are happy to have an informal chat about the role. Please email Hannah.smith@starlight.org.uk to arrange this.

Thank you very much for your interest in Starlight



Diversity Statement

We believe that everyone has the right to be treated with consideration and respect. Starlight is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity, and productivity of each individual. Starlight actively welcomes candidates from diverse backgrounds.

If you are invited to an interview and need any adjustments made or have particular access needs, please let us know at that stage