

SOUNDDELIVERY MEDIA

Amplify - Understand - Influence

Charity number: 1192516



Recruitment pack

Trustee with financial experience (Voluntary)

August 2024

WELCOME

Dear Applicant

Thank you for your interest in joining our team as a **trustee with financial experience**.

Sounddelivery Media is a small, dynamic and supportive charity. We amplify lived experience stories and expertise to address social inequalities. To do that, we work alongside some incredible people and organisations, helping them to develop their confidence, skills and platforms to influence public conversation.

We've achieved much and are already recognised for providing crucial activities in support of civil society and its leaders. You can [read about our impact](#) here. But there's so much more we're ready to achieve, which is why this is such an exciting time to join us.

We've launched our three year strategy, pushing forward in our mission to put lived expertise at the heart of media conversations, policy and practice change. It's an extensive programme of work and we need the capacity, skills and talent to deliver it. Your place in our organisation will be key to helping us do that.

We're excited to be advertising this opportunity and pleased that you are considering joining us on this journey. I hope this information pack will provide you with the details you need to make your application.

If you'd like to find out more about the role before applying, please email our Chair Emma Harrison on chair@sounddelivery.org.uk



Jude Habib, Director

Why work with us

Work with us and you'll be joining a small, friendly and supportive team. We are currently a staff team of four with funding to recruit a fifth member of the team. We have seven highly-experienced and engaged trustees. The Trustee with financial experience is a vital role. You can [read more about the team](#) on our website.

Beyond the core team, we're also privileged to work with a community of determined charities, community leaders and their networks who share our values and mission. We build genuine relationships with the people we support, have a strong track record and receive great feedback from our clients.

About our board of trustees

Our trustees are volunteers who offer their time, knowledge and experience to oversee and guide the charity and its work. They also make sure Sounddelivery Media is financially sustainable, is run efficiently and professionally, and operates within charitable law.

The [Sounddelivery Media board](#) meets at least five times a year – these meetings are usually held remotely over zoom and last 90 minutes. There is also an annual trustee/staff away day which gives us the opportunity to meet together face-to-face. Trustees are invited to attend some sessions we hold with our Network – this will give you the opportunity to see our work first-hand, although there is no obligation if diaries are too busy.

We are fully committed to ensuring it is as easy and comfortable as possible for skilled, talented people who have never previously participated in charity governance to be welcomed onto the board and make a full and equal contribution.

Trustees are appointed for an initial three-year period, and may then be re-appointed for a further three years. Our existing board has strong experience in key areas including communication, fundraising, governance and community action.

Our vision, mission and values

Vision A world where lived experience voices are at the forefront of public conversation, policy and social change.

Mission We collaborate with community leaders and their networks, developing ongoing relationships, to ensure lived experience and voices are at the heart of policy and practice change. We strive to instil lived experience and individuals' voices in everything we do, and will work towards greater representation and diversity in the voices heard in the media.

Values Our values are at the heart of everything we do. We believe in:

Trust We listen, we learn and, together, we take action

Collaboration We work alongside people to reach their full potential

Connection Connected with which stories need to be told, where and how they can be told to have a lasting impact

Commitment To those we work with and the challenges they face in getting their voices heard. Our work is long term.

"I've gone from standing in the picket lines trying to shout over a sea of other voices to being able to walk in the front door and have a face to face, valued conversation and they are actually listening."

Jan Cunliffe Co-Founder JENGBA (Joint Enterprise, Not Guilty by Association)

About the role

We're looking to strengthen our board by recruiting a new trustee with financial experience to take us into the next stage of our development.

Our current Treasurer has reached the end of their term and we need someone to join us who will maintain an overview of the organisation's affairs, including its financial affairs, ensure its financial viability and ensure that proper financial records, controls and procedures are maintained.

If you are new to being a trustee, we can arrange training, mentoring and support – no previous governance experience is required. As well as skills and experience, we want to hear from you if you have the passion, commitment, interest and enthusiasm to fulfil this vital role.

Key information

Salary:	Unpaid
Hours:	Approximately 12 hours per month
Duration:	Three-year term, with the potential for a further three years
Place of work:	Flexible / remote (with occasional travel to London)
Start date:	ASAP

Please note, the successful appointee will be subject to the following conditions as outlined in our Constitution and please be aware the appropriate checks will be made prior to appointment. Our Constitution does not allow the following to serve as a Trustee:

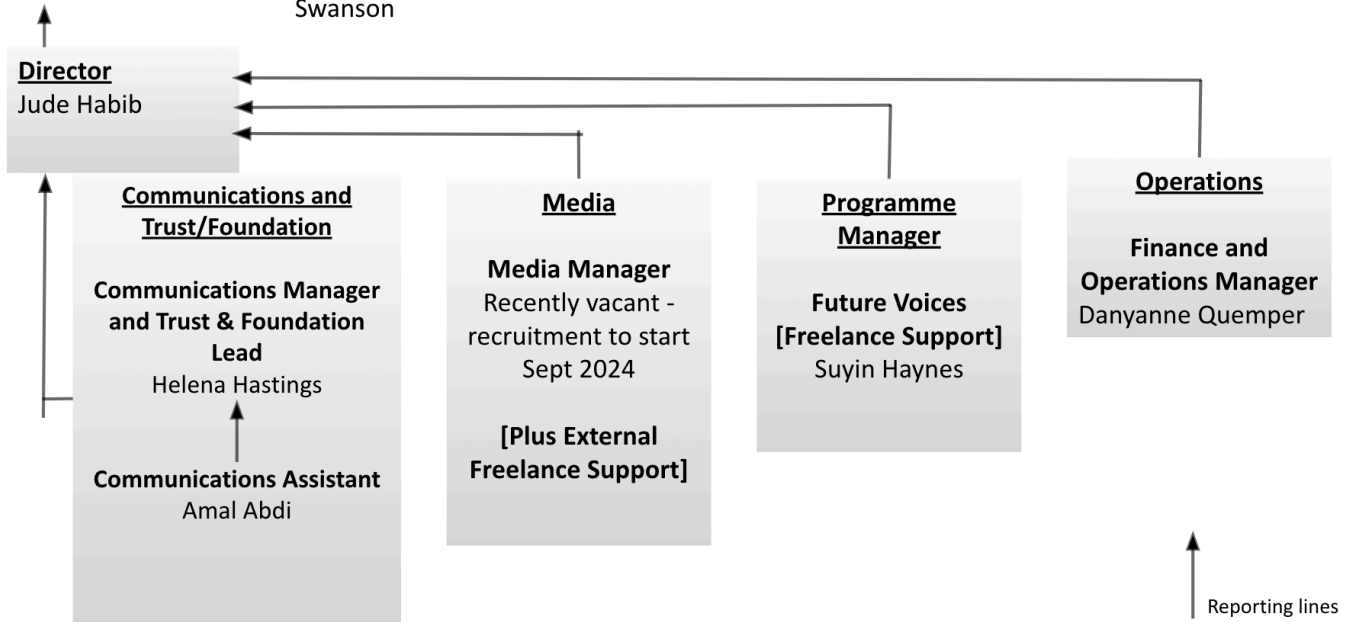
- (a) a person aged less than 16 years;
- (b) a person who is an undischarged bankrupt;
- (c) an employee of the CIO;
- (d) a person who has an unspent conviction involving dishonesty or deception or who would otherwise be disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

Team structure

Sounddelivery Media - Structure September 2024

Board of Trustees

Emma Harrison (Chair), Sylvie Carlos, Lisa Jonas (Treasurer), Craig Jones MBE, Rachael Mole, Amanda Lee, Andrew Swanson



Role description

The overall role of a trustee with financial experience is to maintain an overview of the organisation's affairs, including its financial affairs, ensure its financial viability and ensure that proper financial records, controls and procedures are maintained.

In addition to the general responsibilities of [a trustee](#), duties include:

- Financial oversight of the charity - being assured that the financial resources of the organisation meet its present and future needs.
- Overseeing and reviewing the preparation of the charity's annual budget. Then presenting the budget to the Board for approval.
- Reviewing the quarterly management accounts and annual financial statements and presenting to the Board for approval in collaboration with the CEO and Finance and Operations Manager.
- Ensuring that the charity has an appropriate reserves policy.
- Ensuring that appropriate accounting procedures and controls are in place.
- Liaising with any paid staff and external accountants about financial matters.
- Advising on the financial implications of the organisation's strategic plans.
- Ensuring that the annual financial statements are prepared and disclosed in the form required by funders and the relevant statutory bodies, for example the Charity Commission.
- Ensuring external scrutiny of the financial statements in the manner required and any recommendations are implemented.
- Keeping the board informed about its financial duties and responsibilities.
- Contributing to the fundraising strategy of the organisation.
- Sitting on appraisal, recruitment and disciplinary panels as required.
- Lead oversight of the risk register to ensure that the risk mitigating actions are appropriate and being undertaken
- To act as the lead person for staff to raise in confidence any concerns about fraud.

Person specification

In addition to the person specification of a [trustee](#), duties of the trustee with financial experience include:

- Financial qualifications and experience within the charity sector
- Extensive experience at setting and managing budgets.
- Some experience fundraising, income generation and pension scheme.
- Alignment with Sounddelivery Media's [mission](#).
- Supporting the board to make decisions relating to the financial health of the charity
- Providing appropriate oversight at operational level
- The skills to analyse proposals and examine their financial consequences
- A willingness and ability to devote the necessary time
- A willingness to learn and carry out the legal duties, responsibilities and liabilities of charity trusteeship

How to apply

How to apply	<p>Please fill in this short application with a CV and expression of interest, explaining in not more than two pages why you want to join the board of Sounddelivery Media as our trustee with financial experience. Please note you can upload the CV and your covering letter.</p> <p>The expression of interest should set out clearly why you are interested in this role, and the relevant skills, knowledge and experience you can bring.</p> <p>If you have any questions, please email them to chair@sounddelivery.org.uk and we will respond as quickly as we can.</p>
Closing date	Monday 21st October 10am
Interviews	Interview One: Friday 1st November (AM)

Sounddelivery Media is committed to an inclusive and accessible recruitment process and encouraging equality and diversity among our workforce. If you require any reasonable adjustments to support your application or interview, please reach out to us via jude@sounddelivery.org.uk