



tender
acting for healthy relationships

**Tender
Application Pack**

**Trustee (Policy / Communications
experience)**

March 2025



TRUSTEE APPLICATION PACK

A message from our Chair

Thank you very much for your interest in Tender and joining our Board of Trustees.

Tender aims to prevent domestic abuse and sexual violence by educating children and young people about the issues through creative projects. Our programmes are safe, enjoyable, and age-appropriate which allow people to engage with sensitive topics and “rehearse” for real-life scenarios. Participants are encouraged to learn through script-work, role-play and creative media such as films and art. Throughout, we enable young people to explore their choices, rights and expectations in relationships and to recognise the early warning signs of abuse.

Since 2003, Tender’s work has grown and diversified from a single workshop programme delivered to schools, into a broader range of programmes reaching both children and young people, and professionals with a safeguarding responsibility such as teachers, youth workers, social care workers and foster carers. Tender’s programmes include:

- Healthy Relationships projects delivered across London and nationally via regional hubs;
- Projects delivered using online resources and technology;
- Specialist projects for children and young people who face particular barriers to recognising or accessing support for abuse;
- Whole school and whole setting approaches;
- Training for professionals.

Our facilitators are highly experienced and trained in delivering creative workshops, and many have backgrounds in drama, teaching, working with young people, or a combination of these experiences. Safeguarding is at the core of all our work, and all trustees, staff and facilitators are regularly trained and updated on best practice to ensure they meet our high expectations.

Tender’s mission is informed by evidence that domestic and sexual violence are highly prevalent issues in young people’s lives. Domestic abuse happens across all socio-economic groups, meaning it can be experienced by anyone. With a mandatory statutory Relationships, Sex and Health Education new to the curriculum, young people aren’t receiving the consistent support they need to navigate this risk. There is a vital need for age-appropriate education around these issues from an early age.

Once they have taken part in our programmes, 93% of young people understand it is never okay to be violent to someone, 99% of young people can name at least one early



warning sign of an unhealthy relationship, and 96% have more knowledge about where to seek support for relationship abuse.

As a Trustee, you will have the opportunity to shape the future of the charity and to help us reach our goal of ending domestic abuse and violence.

Matthew Layton
Chair of the Board of Trustees

Trustee (Policy / Communications)

About the Role and Responsibilities

Our Trustees are vital to us, setting the strategy for the organisation, ensuring its financial stability and offering insights that help us to ask and answer questions. The Board of Trustees lead and control Tender and are responsible for its governance, policy and affairs. Trustees have responsibilities under charity and company law, and also under Tender's Memorandum and Articles of Association, for directing the affairs of the organisation, ensuring that it is solvent, well run and delivers Tender's objects. The day-to-day running of the charity is delegated to the CEO and the Senior Leadership Team.

All trustees are expected to:

- Safeguard and promote the reputation, vision, mission and values of Tender
- Ensure the charity complies with its governing documents, relevant legislation and regulatory requirements
- Determine the overall strategic direction and development of Tender, by agreeing organisational policies, budgets and objectives, and to ensure targets are set and performance is measured against those targets
- Contribute any specific skills, knowledge, and experience which they may have to help the Board of Trustees reach sound decisions
- Ensure the effective and efficient administration of Tender and its financial stability
- Ensure that key risks are being identified, monitored and controlled effectively
- As requested by the Chair, represent the Chair of the Board at functions and events, and lead or be a member of committees/panels/groups
- Collectively own and hold the Board to account for its decisions and activities, ensuring the avoidance of any personal conflict of interest
- Provide support and challenge to Tender's CEO in the exercise of their delegated authority and affairs
- Engage with volunteers, Patrons and other beneficiaries to keep informed about the organisation's activities and wider issues that affect Tender's work
- Attend Board meetings, adequately prepared to contribute to discussions



What we are looking for

We look for the following qualities in all trustees:

- An interest in and commitment to the mission, values and vision of Tender
- The ability to think and act strategically
- Leadership, communication and influencing skills
- Sound independent judgement and integrity
- An understanding of the legal duties, responsibilities and liabilities of trusteeship, or a willingness to learn (we will provide training and guidance on charity governance if you do not have previous experience)
- A strong personal commitment to equity, diversity and inclusion
- The ability to inspire trust and confidence in people
- A willingness and ability to devote the necessary time and effort to prepare for and attend board and committee meetings, including remaining in the role for a minimum term of two years

For trustees with communications experience, we are also looking for:

- Experience in developing or implementing communications strategies
- Experience of building communications capacity within a growing organisation
- Knowledge of crisis communications management
- An ability to use communications to aid the diversification of our fundraising

For trustees with policy and influencing experience, we are looking for:

- Knowledge of UK politics and parliamentary processes
- Knowledge of policy areas and governmental departments relevant to Tender, in particular Education, Health and Home Office
- Experience of developing and promoting policy and campaign strategies for an organisation, and creating effective public affairs influencing strategies



- Experience of engaging with stakeholder at different levels of government (Parliament, civil service, local authority) to influence policy decisions

Time Commitment

The Board meets at least four times a year, for approximately 3 hours. For those who are able to attend in person, meetings are held at our offices in London, with those unable to attend in person joining by Zoom. Board meetings are currently scheduled in the evenings, starting around 6.30pm, though we can be flexible to time meetings around trustees' other commitments.

Trustees may also be asked to meet with the Senior Leadership Team or attend committee meetings outside of board meetings to support the Senior Leadership Team and Board understand any current policy and practice in education environments. In addition, trustees are required to represent the organisation at a variety of fundraising and public events.

Trustees are appointed for a 3-year term of office, which may be renewed at the end of the term.

How to find out more and apply

Please send your CV and a 1 – 2 page supporting statement that demonstrates how you meet the criteria for the role to home@tender.org.uk by **11.59pm on 7 April 2025**. If you need more information, or would like to have an informal conversation with the Chair before applying, please email home@tender.org.uk and we will arrange a call.

We aim to remove any barriers, bias or discrimination that prevent individuals or groups from realising their potential and contributing fully to Tender's performance and to develop a culture that positively values diversity. We are committed wherever practicable, to achieving and maintaining a workforce that broadly reflects the local communities in which we operate. If you have the right skills for the job, we want to hear from you. We welcome applications from people from all backgrounds and with all different kinds of life experiences.

We ask applicants to complete an [equal opportunities monitoring form](#). This is voluntary, but the information we ask for goes towards helping us ensure we are an inclusive employer by monitoring diversity in the workplace. This form will not be seen by anyone involved in reviewing applications or interviewing candidates. We will only use your information for the purposes specified on the form and detailed in our Privacy Notice (available on our website).



Please let us know if you require any adjustments to be made to the shortlisting process or to provide any information you wish us to take into account when considering your application. If you are selected for interview, we will ask you to let us know if you have any access needs or may require reasonable adjustments to the interview or assessment at that stage. Please be assured we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process and, should you be appointed, as part of your employment with us.

This role is subject to an enhanced disclosure being sought from the Disclosure and Barring Service, and the successful applicant will be required to register with the DBS Update Service.

This is a voluntary position, but reasonable expenses will be reimbursed.

Our website: [Home - Tender | Acting to end abuse](#)

Our current trustees: [Board of Trustees - Tender](#)

Our team: [Staff / team - Tender](#)

Our patron and funders: [Funders & Patrons - Tender](#)

Closing date: 7 April 2025, 11.59pm