

## Trustee Recruitment – Information Sheet

### Background to Action on Poverty

Action on Poverty is a small dynamic international development organisation working in Sierra Leone, Uganda, Kenya and Tanzania to address barriers to safe and lasting work.

We are working to break the cycle of poverty and inequality. Our programmes are particularly focused on supporting **women, young people and people with disabilities**, as they face greater barriers and with fewer access to opportunities are more likely to remain trapped in poverty. Through accessing the vital skills and resources they need to earn a living and address the root causes of their poverty, they can act as changemakers in their communities and countries to achieve equality for all. We champion sustainable development led by local people who are grounded in the needs and priorities of the communities we aim to help.

We have a small UK staff team of 6, who now mostly work remotely. We pride ourselves on keeping lean so that most of our funds go out to our overseas partners who can apply them where they are most needed. Please refer to our website [aptuk.org.uk](http://aptuk.org.uk) for further information.

### Who we need

We are looking to augment our Board of six trustees with up to three more who have the skills and expertise for the roles indicated below, attending Trustees' Meetings three to four times a year (held via Zoom) and assisting with ad-hoc issues in-between times related to their skill area. We see these roles as a strategic lead, providing oversight and a sounding board to the relevant staff and the CEO. These are voluntary (unpaid) positions.

For our organisational strengthening, creativity and problem solving we are keen to recruit people from different perspectives and experiences which diversity brings and we aim to build a culture where everyone feels heard, respected and valued. Based on an audit of our current Board members, we particularly welcome applications from the Global South, especially from the countries in East and West Africa in which we work. In particular, we are looking for three individuals to join our team of Trustees, with skills and expertise in:

- Fundraising
- Inclusion and Diversity
- Governance (including HR skills) are also helpful as a cross cutting need.

Further information is available on page 3.

***Thank you for your interest in Action on Poverty***



## Key responsibilities of an Action on Poverty Trustee

### Overview

*“Charity trustees are the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Charity trustees are responsible for the general control and management of the administration of a charity.*

*Trustees serve as volunteers, and receive no payment for their work.*

*Charity trustees come from all walks of life, and are united by their wish to create positive change in society. Most people are eligible to serve as trustees. The work of a trustee should be rewarding and enjoyable, and an opportunity to serve the community while learning new skills.”*

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

### Action on Poverty trustees have

- A passion for livelihood development in East and West Africa
- An interest in and/or an understanding of the transformative change that Action on Poverty’s work brings about in the countries in which we work
- A questioning and inquisitive approach about the work of the charity, challenging the normal and setting ambitious goals for the organisation
- Relevant skills in areas such as business, global development, fundraising, organisational development, marketing or human resources
- An ability to act as a critical friend to staff and to the CEO in particular and identify both opportunities and threats to the charity
- A willingness to attend three or four meetings a year for Board meetings which currently take place on zoom; and provide advice and inputs in between meetings according to their skill area.

The particular requirements for the roles are attached overleaf.

### How to find out more

We would love you to look at our website at [www.aptuk.org.uk](http://www.aptuk.org.uk) in the first instance. This gives more information on our projects and our current trustee team, as well as our statutory accounts. Members of our team would also be very happy to have an informal chat if you would like to find out more: as we work remotely, we ask that you first contact us by email:

CEO – Ms Alex Daniels [alex.daniels@aptuk.org.uk](mailto:alex.daniels@aptuk.org.uk)

Or Tel: +44 (0)1386 719840 or skype alex.daniels75

### How to apply

Please send us your CV, together with a covering email explaining why you would like to get involved and what you could bring to the trustee team, to [alex.daniels@aptuk.org.uk](mailto:alex.daniels@aptuk.org.uk). We will be accepting applications until 10th March and anticipate holding interviews between 18<sup>th</sup> – 20<sup>th</sup> March.

Please do let us know where you found out about the opportunity.

Registered Charity: No. 290836

Registered in England & Wales: Company No. 1872538

[www.aptuk.org.uk](http://www.aptuk.org.uk)

## **Trustee Roles:**

### **1. Skills and Experience:**

We would greatly value skills and experience relating to the following areas:

#### **i) Fundraising**

We recruited a full-time Fundraising and Communications Manager in April 2021 who has made significant progress in establishing new fundraising sources to increase the diversity of fundraising sources, complementing our success in institutional fundraising. We will be continuing to invest and develop this further. Skills and experience which would be particularly valued include:

- Knowledge and experience of a range of fundraising approaches: corporate partnerships and challenge events are areas we would like to develop in the coming years. Trusts, major donors and individual supporter fundraising are current key components.
- Connections and experience to continue building these pathways
- Knowledge and experience of ethical and impactful communications
- Connections and experience for partnerships with corporate organisations/businesses.
- Understanding and preferably experience of fund-raising in the international development sector.

#### **ii) Inclusion and Diversity**

- Specific interest in prioritising gender, disability and young people in international programme work, particularly in livelihood programmes
- Understanding and experience of diversity and inclusion best practice in organisations
- Understanding and experience of diversity and inclusion best practice in the international development sector,
- An interest and understanding in the 'shift the power' concept to the global south.

#### **iii) Governance**

- Whilst we do have trustees with experience of governance including human resources management these skills are also valued as a key component of the role of Trustees.

### **2. Duties and Responsibilities include, within their specific area of expertise:**

- To provide insights, advice and guidance on the organisation's development in pursuance of its objectives and best practice, liaising with the CEO and appropriate staff members
- To keep the board informed about relevant issues

### **3. In addition, all trustees are required collectively:**

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations
- To ensure that the organisation pursues its objectives as defined in its governing document
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To represent the company at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a trustee
- To be collectively responsible for the actions of the organisation and other trustees
- To ensure the effective and efficient administration of the organisation
- To abide by the equal opportunities policy
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To make sure the organisation is properly insured against all reasonable liabilities
- To appoint and support the employees and monitor their performance
- To help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- To attend meetings, and to read papers in advance of meetings
- to participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- To keep informed about the activities of the organisation and wider issues which affect its work

### **4. Trustee Person Specification**

A trustee must have:

- Integrity and a commitment to the organisation, its values and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team