

TRUSTEE RECRUITMENT PACK

Role of the Trustee

Good governance in charities is fundamental to their success. A charity is best placed to achieve its ambitions and aims if it has effective governance and the right leadership structures. Good governance enables and supports a charity's compliance with relevant legislation and regulation. It also promotes attitudes and a culture where everything works towards fulfilling the charity's vision (Charity Governance Code).

Therefore, the overall aim of the Board at Baca is to maintain its strategic governance role, i.e. to agree its operational framework and strategies to ensure that it is able to monitor progress in implementing them. This requires having objective and effective means of knowing whether Baca is being properly managed to fulfil its mission, and that it is in good financial health.

Trustees in The Baca Charity have the following key functions:

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. Being responsible, with the other trustees, for the performance of the charity and for its 'corporate' behaviour;
3. Ensuring that the charity complies with all legal and regulatory requirements;
4. Being guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
5. Ensuring that the charity's governance is of the highest possible standard.

A detailed description of the areas of responsibility can be found in *Role Description* document.

The above responsibilities are underpinned by the seven principles of Charity Governance Code:

- *Organisational purpose* - The board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.
- *Leadership* - Every charity is led by an effective board that provides strategic leadership in line with the charity's aims and values.
- *Integrity* - The board acts with integrity, adopting values and creating a culture which help achieve the organisation's charitable purposes. The board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

- *Decision-making, risk and control* - The board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
- *Board effectiveness* - The board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- *Diversity* - The board's approach to diversity supports its effectiveness, leadership and decision-making.
- *Openness and accountability* - The board leads the organisation in being transparent and accountable. The charity is open in its work, unless there is good reason for it not to be.

Trustees are expected to practice Baca's values alongside the seven principles detailed above in their governance role at Baca.

RECRUITMENT PROCESS

If you are interested in joining the team at this exciting time, bringing your skills, knowledge, enthusiasm and time to help build on the work that has been done and move the charity forward, please consider this role.

Please send your expression of interest to Mark Vyner, the Chair of Trustees by email to: mark.vyner@bacacharity.org.uk, including:

- Full contact details
- Details of relevant experience/qualifications
- A covering letter outlining reasons for your interest in the role and what you believe you can bring to the organisation.

Role Description

Job Title:	Trustee (3 roles) – with one or more areas of core expertise
Responsible to:	The Board of Trustees
Salary:	Non-salaried post
Level of commitment required:	4 Main meetings a year (evenings) and 1 full day. The member may also be linked to a sub-committee who meet prior to each main meeting. Additional time may be assigned to visit staff and the offices and for reading and additional research.
Genuine Occupational Requirement:	Must strongly align with the charity's Vision, Mission and Values.

STATUTORY DUTIES

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- 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.
- If the organisation employs staff, to appoint the Chief Executive Officer and monitor his or her performance.

With other trustees, to hold the charity 'in trust' for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
- Being responsible for the performance of the charity and for its "corporate" behaviour;
- Ensuring that the charity complies with all legal and regulatory requirements;
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application;

- Ensuring that the charity's governance is of the highest possible standard;
- Providing expert knowledge to the board in their specialist area;
- Where appropriate, challenging the chief executive and chair of trustees to ensure that the board as a whole works in partnership with executive staff

SCOPE AND LIMITS OF AUTHORITY

No individual trustee, including the Chair, has authority unless specifically acting on behalf of the Trustee Board or with delegated authority of the Board. Collectively trustees have authority; individually they do not.

TECHNICAL EXPERTISE

The Baca Charity is currently looking for people with expertise in at least one of the following areas:

- Property /social housing expertise including an understanding of housing law, regulations and property market/trends.
- Education – access to education, apprenticeship, progression to FE or HE education to facilitate development of opportunities to support vulnerable people towards employment / entrepreneurship. Safeguarding of children, young people and vulnerable adults.
- Relational Fundraising and Financial Governance.

LEVEL OF COMMITMENT

Board Meetings

All trustees are required to attend quarterly evening and 1 full day, Board meetings. Board meetings usually take place at the Baca main office, Loughborough, Leicestershire. As appropriate, meetings could also take place virtually.

In addition to reading papers and preparing for meetings/conference calls, Trustees may be called upon for specific advice if they have particular expertise in a given area.

Committees

According to their individual skills and experience, Trustees may also be invited to serve on Baca's Finance or Staff & Young People Wellbeing Committees or on ad-hoc Working Groups. Committees meet quarterly, usually in advance of Board meetings.

REMUNERATION

Trustees receive no salary; however reasonable expenses are paid.

TERM OF SERVICE

Trustees can serve on the Board for a maximum of two terms and each term for a five-year period. At the end of the first term, the trustee may choose to put themselves forward to be re-elected. The trustee will go through the standard selection process, outlined in the constitution, subject to no new or emerging concerns.

They must be willing to undergo a Disclosure and Barring Service (DBS) check.

PERSON SPECIFICATION

Knowledge

- Good understanding of the role and function of a Charity Trustee role
- Expert in specific area of Charitable Operation (see areas of Technical Expertise listed in Job Description above)
- Good understanding of the nature of challenges and or opportunities linked to the work carried out by Baca is desirable.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Experience

- Lived experience as an individual who has sought refuge, been trafficked and experience of the immigration system is highly desirable.
- Experience of being a Trustee in charitable organisation is desirable but not essential
- Experience of working in teams, contributing to strategic decision making in a group is desirable.

Skills and Abilities

- Strong ability to think strategically is essential
- Ability to communicate your ideas verbally and in writing to other board members
- Ability to relate to others with cultural sensitivity
- Capacity for self-reflection and active learning is essential.
- Ability to work in a team
- Ability to analyse information, make decisions and influence others

Personal Qualities

- Ability to behave in line with values of the organisation and therefore a strong role model that represents Baca with integrity is essential.
- Be willing to undertake training in the role is essential
- A team player, able to encourage and maintain focus during periods of pressure
- Commitment to equal opportunities and diversity in the workplace
- A willingness to meet the minimum time commitment

- Qualities of Integrity, Selflessness, Objectivity, Accountability, Openness, Honesty and Leadership is essential
- Motivated by compassion
- An ability to think strategically
- Good, independent judgement
- Ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team and to take decisions for the good of Baca.
- Capacity for self-reflection and active learning

ABOUT US

OUR VISION

A world where forced migrants are welcomed, safe, and have hope to rebuild their lives for a better future.

OUR MISSION

It is our mission to serve young people seeking refuge in the UK without families, some of whom have been victims of human trafficking, by offering them safe homes, as well as therapeutic support in all areas of their lives.

We believe each young person arriving on our shores has a dignity worth celebrating, talents worth discovering and a life worth living to its fullest potential, no matter what their past experiences or present circumstances.

We are committed to providing an inspiring environment that raises hope and strengthens resilience, enabling each young person to rebuild his or her life.

OUR VALUES

Respect

Treating everyone with dignity in all circumstances.

Integrity

Unexaggerated truth, expressed with humility, purity of motive and sincerity of intention, in both our words and deeds.

Passion

Embracing risk for the sake of the mission, with courage to take bold risks and to innovate despite adversity.

Grace

Costly additional opportunity for everyone, to enable us to be our best by being perpetual learners.

Compassion

Serving sacrificially, rooted in an unwavering zeal to seek the best for those we serve and not self.

Wisdom

Finding a way through a challenge by listening, learning, perceiving what is at stake, applying insight and considering diverse options.

Our Impact, Outcomes and Goals

We are passionate about seeing young people who have experienced exploitation, bereavement, grief, loss and trauma as a result of war, persecution and or human trafficking, to become positive and empowered individuals, building on their resilience and strengths to contribute to the world around them.

OUTCOMES

We deliver this impact through our therapeutic support for all areas of life, specifically aimed at achieving the following outcomes as described in our Theory of Change.

- Increased Personal Safety
- Increased engagement with Education, Employment and Training
- Improved Emotional Wellbeing
- Improved Physical Wellbeing
- Increased Social engagement

STRATEGIC GOALS

Strengthen Baca's holistic service for young, forced migrants, continuing to inspire hope and shape futures

Enhance Baca's service to maximise the potential of each young person

Engage locally, regionally and nationally to see a world where young, forced migrants are welcomed, safe and have hope to rebuild their lives for a better future.

Thank you very much for your interest in this role at Baca. Baca's mission in seeking to inspire hope and holistic long-term development for every young person we work with has been recognised by Local Authorities we work with as of the highest quality.

We consider it an absolute privilege to be able to walk with the incredible young people we support on a daily basis. We take heart from the several positive stories of transition from those young people who have moved into adulthood. We are encouraged by the incredible strides they have taken to establish their lives for and be a positive contribution to the world around them.

However, we recognise the huge pressures they continue to face and therefore, we believe there is still a long way to go as we continue to learn from our young people. We believe there are greater depths of development for each young person to achieve so that they do not fall back into exploitation or any other dangerous environment.

If successful, you will be joining a passionate and committed team, at a very exciting time, who have a strong expertise in supporting unaccompanied young people seeking asylum, refuge and or are trafficked. You will find that the team are committed to our values, which has built a culture that seeks to allow everyone to be

their best in order to give their best for the sake of the young people we serve. I hope you will find all the information you need in this pack or on our website (www.bacacharity.org.uk) to help you complete your application. We wish you all the best!

Jimmy Zachariah
CEO