



# WK Foundation

## Trustee Job Application Pack

Job Title:	Trustee
Based in:	London, Work from home - travel to various locations including Earlsfield and Trustee homes.
Job purpose:	Responsible for the governance of WK Foundation, ensuring its charitable objectives are met in the most effective way. The Trustees are legally responsible for the charity's work.
Hours:	Approximately 8 hours per month including regular board meetings (approximately every 8 weeks, but at least quarterly)
Salary:	This is a voluntary position; reasonable travel and training expenses will be reimbursed.

### **1. WHO ARE WK Foundation's Trustees?**

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. For WK Foundation the trustees oversee and support the operations of the charity which currently spans: the development and launch of our Employment and Training Programme- NOURISH (which will be evolving but will likely include a Mentor Scheme and Onward job placement and support phase) and our wider Environmental Sustainability work. We work in collaboration with the Board of Directors of the business, Well Kneaded, who oversee the governance of the business & all commercial operations.

WK Foundation Limited's Trustee Board comprises:

- the Chair
- the Treasurer (currently looking to appoint)
- a minimum of three appointed Trustees (no maximum number of Trustees is specified in our Articles of Association).

### **2. THE ROLE OF WK Foundation's BOARD OF TRUSTEES**

At its simplest, the role of the Trustee Board is to receive assets from donors, safeguard them and apply them to the charitable purposes of WK Foundation Limited. The Trustee Board must always act in the best interests of WK Foundation Limited, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Trustee Board must act as a group and not as individuals.

### **3. DUTIES OF A TRUSTEE BOARD MEMBER**

The duties of a Trustee Board member are to:

- Ensure that WK FOUNDATION complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations;

- ensure that WK FOUNDATION pursues its objects as defined in its governing document;
- ensure WK FOUNDATION applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objectives, however worthwhile they may be;
- contribute actively to the Trustee Board by giving firm strategic direction to WK FOUNDATION, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets;
- safeguard the good name and values of WK FOUNDATION;
- ensure the financial stability of WK FOUNDATION; and
- stay up to date with matters of charity law and issues affecting WK FOUNDATION

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Trustee Board reach sound decisions, and to support WK FOUNDATION staff when necessary. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the Trustee has insight, experience or expertise.

#### **4. MINIMUM TIME COMMITMENT**

Trustees are expected to attend all board meetings. Board meetings are held five-eight times a year on weekday evenings. The meetings last approximately two and a half hours and are at a place to be agreed by the Trustees which can be in Earlsfield, at Well Kneaded Pizzeria, online or at another agreed location.

Trustees:

- may be asked to join a board sub-committee, each of which meets between board meetings at a convenient time for members;
- are expected to attend some mandatory training events and are invited to optional training events throughout the year;
- are invited to trainee graduations, independence parties, and other social events throughout the year;
- can claim out of pocket expenses incurred in travelling to meetings; and
- are expected to review policies and other documentation required in respect of the governance of the charity, and input into the creation of these documents as required.

Each Trustee must have:

- A commitment to the mission of WK Foundation Limited;
- a willingness to meet the minimum time requirement;
- integrity and independent judgement;
- an ability to think creatively;
- a willingness to speak their mind;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship; and
- an ability to work effectively as a member of a team and to take decisions for the good of WK Foundation
- Ability to work collaboratively with colleagues, stakeholders and beneficiaries, and quickly build rapport;
- ability to drive passion in teams, think creatively and empower others;
- demonstrable passion for WK Foundation's purpose and vision for growth, and commitment to the organisation;
- effective communicator - ability to speak candidly yet diplomatically handle contentious issues;
- energetic; adaptable; pragmatic;
- strategic thinker and ability to see the "bigger picture";
- ability to act decisively and be responsive;
- organised and calm;
- sense of humour;
- commitment to upskill people - within the Trustee Board, WK Foundation Limited's charity team, and beneficiaries;
- ability to utilise connections to promote and advance the work of WK Foundation Limited; and
- supportive of the WK Foundation Faith Policy & supportive of the organisational values.
- Given the requirements of this role and WK Foundation Limited's objectives and purpose as set out in its



Articles of Association, it is a genuine occupational requirement under the Equality Act 2010 that the applicant for this role actively supports the Christian faith.

The Trustee Board collectively needs skills and experience in the following areas:

- Young people's empowerment, and a thorough understanding of issues causing young adults to face disadvantage and barriers to employment
- Financial management, income generation, fundraising and enterprise;
- Relevant legal frameworks;
- Informed Safeguarding: policies and practises

Previous board experience is not a requirement, nor is any level of seniority in any given industry – WK Foundation hopes to benefit from the insights of Trustees from all walks of life.

We are committed to building a diverse team, and seek to be representative of those we are supporting, so we would especially like to hear from applicants who are from minority groups in the UK. We also recognise the importance of lived experience in all roles within our organisation, and therefore welcome applications from those with lived experience of disadvantage.