



## Trustees - role description

January 2024



### Could you help an exciting new charity by being one of its first trustees?

**Workwhile is a successful and innovative initiative, supporting businesses to create more good work and to ensure everyone can access it. We're seeking our first board of trustees, who will work in partnership with the director as the initiative becomes a new independent charity. It's a unique opportunity to use your skills to help Workwhile thrive and grow, ensuring the charity is able to maximise its impact.**

Workwhile is currently incubated and hosted by IPPR (the Institute for Public Policy Research). It began life as the London Progression Collaboration project, which launched in 2020 to support the creation of new apprenticeship opportunities for low-paid Londoners. Apprenticeship creation remains at the heart of our work, alongside a portfolio of projects including our *DevelopMentor* line management training and the East Bank shared apprenticeship programme.

We exist because whilst talent is everywhere, opportunities to access good work are not. We believe in the power of good work to transform lives, communities and the economy. Yet entrenched inequalities, limited support and few opportunities to upskill restrict people to low-paid, low-quality work that does not allow them to progress.

Our mission is to unlock the power of good work and progression, breaking down barriers for young, disadvantaged and marginalised people. By working with employers, we want to create an equitable world of work where everyone has access to meaningful, lasting employment.

The next step in Workwhile's development is to move out of IPPR's incubation, and become an independent charity. In doing so, we follow previous initiatives incubated by the Institute, including Think Ahead, The Difference and Frontline.

As we move towards independence, we are recruiting our first board of trustees, in readiness to meet the Charity Commission's requirements and to ensure effective governance.

We are seeking trustees who are committed to creating an equitable world of work, and can bring a range of relevant experience and expertise to support our journey. We are particularly keen that our trustees reflect the businesses with whom we work and the workers who benefit from our work, and have lived experience of the issues we address. Our ideal trustees will also model our values as they work with us: caring collaboration, joy, expertise, innovation, proactivity and determination.

Please see the accompanying recruitment pack for more about Workwhile.





## Trustees

Remuneration:	The role of trustee is unpaid, although reasonable expenses may be claimed (including travel and childcare).
Location:	Trustee meetings will be held in London, with the option to attend remotely.
Time commitment:	Quarterly board meetings, including preparation, with some occasional time in between meetings e.g. to support with areas of your expertise.

## Role description

As a trustee for Workwhile, you will have responsibility (alongside other trustees) for governance and oversight of our organisation. This means that, once Workwhile is fully operational as an independent charity, our trustees will be responsible for strategic decisions and the management of our finances and risk.

In everyday language: trustees keep our director and wider team on track, making sure we do what we've said we will do and stay true to our mission.

To do that, you'll participate in trustee meetings quarterly (in person or remotely), prepare for these by reading documents circulated in advance, and may be asked for support relating to your expertise in between meetings.

## How you'll help us – trustees' technical responsibilities

You'll help to make Workwhile a successful, sustainable and high-impact organisation by:

- Ensuring that the organisation complies with its legal and charitable obligations, including pursuing its objects as defined in its governing document.
- Ensuring that the organisation uses its resources exclusively to achieve these objects, and ensuring the financial stability and sustainability of the organisation.
- Contributing actively to the board of trustees' role in giving strategic direction to the organisation, defining goals, setting targets and evaluating performance against agreed objectives and targets.
- Safeguarding the values and reputation of the organisation.
- Ensuring the effective and efficient administration and running of the organisation.
- Supporting Workwhile's director in the role.
- With fellow trustees, setting the remuneration of the director and, where required, other members of staff.
- Preparing for and contributing to quarterly board meetings.
- Providing guidance and direction on strategic areas of expertise, including convening and being part of subcommittee groups relevant to your expertise, if required.



## Person specification

Equity is at the heart of Workwhile's mission and vision – and we're committed to ensuring our governance reflects that too. We want our trustees to reflect the businesses with whom we work, and the workers who benefit from our work. We especially welcome applications from people from disadvantaged and marginalised groups who are under-represented in governance roles.

As a trustee, you'll be committed to our mission, and you'll be someone who builds strong relationships, works inclusively, and listens and engages effectively.

Across our new board of trustees, we are aiming to secure the following experience and expertise.

- Leadership experience, especially in the charity sector
- Experience of organisational start-up and growth phases
- Income generation skills, including from philanthropic sources
- Experience of strategy / business planning, and/or programme delivery
- Legal, HR and finance skills, especially as these relate to small charities
- Knowledge of the skills and good work space, inc. as a worker or a business leader
- Communications, branding and marketing skills

Please note that we **don't** expect any one individual to be able to bring all these skills – that's why the best boards bring together the diverse contributions of a number of trustees. And that list isn't exhaustive, so you may well bring valuable skills and insights from a perspective that we've not thought of.

You might have relevant experience from working in a business setting, in a charity or third sector organisation or in local/national government. You might have started or managed something, or bring experience from a voluntary role. You might have been a trustee before, or this might be the first time you've considered it.

So, if you're committed to our work and have the skills and time to make a difference, we'd love to hear from you.

## How to apply

Please send the following to [info@workwhile.org.uk](mailto:info@workwhile.org.uk) by 9am on Monday 19th February:

- a) a CV highlighting relevant skills and experience – maximum 2 pages, and
- b) a short covering letter explaining why you're interested in becoming one of Workwhile's first trustees – maximum 1 page

If you would like to be considered for both chair and trustee roles, please indicate this in your application; there is no need to submit two applications.

If you have any questions, or to arrange a discussion with Workwhile's director Anna or a member of the team where possible, please email [info@workwhile.org.uk](mailto:info@workwhile.org.uk).