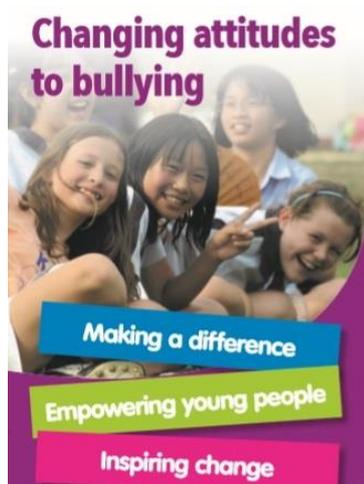




# Trustee Information Pack



## Trustee Information Pack

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## 1 Welcome from BulliesOut

Thank you for your interest in joining the BulliesOut Board of Trustees.

As a Trustee you have, and must accept ultimate responsibility for, directing the affairs of BulliesOut, setting policies, formulating strategy, ensuring it is solvent, well-run and delivering the outcomes which have been set. Your duty is to govern BulliesOut and Trustees are responsible for overseeing the management and administration of the charity enabling BulliesOut to be managed effectively. You focus will be on the strategic direction of BulliesOut and generally, you will not be involved in the day-to-day running of the organisation.

Your role is one of governance and it is about leadership and direction. Trustees, as a Board, are collectively responsible and accountable for ensuring and monitoring that the Charity is performing well, is solvent, and complies with all its obligations. **You must fully understand your role as a Trustee before making a commitment.**

BulliesOut is an award winning, registered charity providing anti-bullying help, support and information to individuals, schools, youth settings and the workplace. We work to create an environment in which people are encouraged to take the opportunity to engage in meaningful activities that are challenging, creative and exciting, all of which raise awareness of and educate on the effects of bullying, build confidence and self-esteem and empower participants to speak out should they be affected by bullying.

We have recently completed a review of our governance, including an assessment of the Board's experience and the organisation's needs and as we embark on delivering a new strategic plan, we are now looking for new members to join the Board and help implement the plan. You must share our passion for the Charity's aims and recognise the important part played by our dedicated team.

If you want to help us deliver our vision then please consider applying.

Thank you once again for your interest in this role and we look forward to receiving your completed application.

Following receipt of your completed application, you will be invited to attend an interview with members of the Board where you will be asked to deliver a short presentation to demonstrate what you will bring to the Board in terms of skills, attributes, knowledge, time and commitment.

## 2 About BulliesOut

Established in May 2006, we are one of the UK's most dedicated and ambitious anti-bullying charities. Our award winning work is delivered across the UK and each year, through our work with schools, colleges, youth and community settings, we provide education, training and support to thousands of children and young people.

BulliesOut currently has a small team of Trustees whose skills include event management, volunteer management and customer services. Trustee meetings are held each month and in order to contribute to the decision making process, in order to gain a clearer understanding of the charity's work, Trustees may be asked to join sub-committees.

Currently, the charity is led and run by our Founder/CEO and operates with a very small team who are supported by volunteers. This in itself is challenging and we are seeking to expand our Board and are looking for those who are passionate, motivated, with excellent leadership skills, who can commit the time to help drive the charity forward to its next growth stage.

We are currently working with a minimum of 10,000 young people and 500 adults per year. We hold a number of Awards, 3 Quality Standards and are a member of the Anti-Bullying Alliance, the WCVA and C3SC.

To help us drive the charity forward, we have four key strategic aims for 2019 – 2021:

- Awareness Raising
- Information and Support
- Partnership Working
- Capacity Building and Sustainability

## **Our Vision, Mission and Core Values:**

### **Vision**

Our vision is for all individuals to recognise their self-worth and potential and to flourish in a positive, caring environment free from oppression and abuse.

### **Mission**

To support individuals, schools, youth and community settings and the workplace through positive and innovative anti-bullying interventions and to empower individuals to achieve their full potential.

### **Values**

**Ambitious** – We are ambitious, hardworking and dedicated to supporting those we work with

**Community** – We will continue to collaborate with organisations and partners in the community to complement the existing resources available

**Empowerment** – We will strive to deal with the systemic issue of bullying and empower our beneficiaries to speak out and inspire change

**Excellence** – Leading the field in best practice and high standards. To continue to grow and deliver our services with experience, passion and skill

**Integrity** – We are honest and fair and consistently act in-line with a moral code in all that we do

### **Our Work**

#### **Education**

Through our innovative, interactive workshops and training programmes, we use our experience, energy and enthusiasm to focus on awareness, prevention, building empathy and positive peer relationships all of which are crucial in creating a nurturing environment in which young people and staff can thrive.

#### **Training**

BulliesOut provides unique and interactive training courses for youth, education professionals and the workplace. Our training can be centre based or delivered in-house. We can tailor trainings to meet the needs of our beneficiaries, exploring a range of mentoring and anti-bullying themes.

#### **Awareness**

Bullying is often talked about but can also be misunderstood. Developing a fuller awareness of how bullying can manifest, how it can be prevented and how it should be dealt with, will help both sufferers and perpetrators disengage from the bullying cycle.

#### **Support**

Children and Young People who are bullied or bullying need support and specific, practical tools to move beyond the position they find themselves in. BulliesOut is a time-limited, solution focused anti-bullying service which provides just that.

### 3 Governance Structure

BulliesOut is an unincorporated registered charity, number 1123070, with membership and is governed by a Constitution.

#### Trustees - BulliesOut

Remuneration:	The role of a Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Cardiff
Time commitment:	10-12 Board meetings per year*. Additionally, Trustees are also expected to represent the Charity at various events and meetings with key stakeholders. Trustees are asked to commit to a minimum of 2 years.
Reporting to	Chair of the Board of Trustees

**\*Due to Covid-19, meetings are currently held via Zoom.**

#### Role Description

##### Objective

Charity trustees play a very important role in making sure that the charity is run in the interests of the people it is there to support. They strategically oversee the management and administration of the organisation. The Trustees are responsible for the Charity's mission, vision and inclusive leadership and support to the Charity's CEO, staff and volunteers. They are responsible for the effective governance of the charity. Trustees work together as a 'Board' and they function as a unit and work closely with the entire Executive of the charity to achieve agreed objectives. They act as an Ambassador and the public face of the charity in partnership with the Chief Executive.

##### About The Role

As a Trustee, the commitment and energy you display will make a direct difference to the charity and everyone it helps. You don't have to be a hero or famous to change lives for the better – trusteeship allows you to do just that.

Being a trustee can be challenging and for most, it's unpaid. Trustees ensure their charity has a clear strategy, and that its work and goals are in line with its vision. Trustees' role in a charity is to be the 'guardians of purpose', making sure that all decisions put the needs of the beneficiaries first. They safeguard the charity's assets – both physical assets, including property, and intangible ones, such as its reputation. They make sure these are used well and that the charity is run sustainably.

Trustees are not usually involved in the day-to-day running of the charity. They delegate this to the staff, led by the Chief Executive. Instead, they play the role of 'critical friend' to the Chief Executive



by giving support and by challenging – in a supportive way – to help them manage effectively. However, in smaller charities, such as BulliesOut, with no or few staff, until the charity grows, trustees need to take hands-on roles too.

The trustees have the ultimate responsibility for running a charity, for its property, finances and the employment of any staff or volunteers. But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development and while you bring your skills and energy to running the charity, you will also find you are gaining new experience and knowledge.

For instance, you will help plan the strategic future of the charity and its work, be involved in developing and managing staff and volunteers and make policy decisions for the charity. You will also ensure it's accountable to its beneficiaries, to the Charity Commission and the public in general. But you won't be on your own. You'll be joining a team of committed individuals and becoming part of the 900,000 charity trustees in England and Wales. Effective trustee boards need a range of people with a good mix of skills. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience.

Trustees are not expected to be experts on every subject that comes before the Board, but they can apply their experience gained in different walks of life to assess proposals and determine which will benefit BulliesOut. We are keen to hear from people with not only knowledge or experience in the third sector, but also in the work of business and finance, legal, marketing and public relations, advocacy, funding and fundraising and of course, those with a passion to make a difference.

In terms of background, you will be used to operating at a strategic level in a public, private or third sector organisation, with relevant senior management experience. Committed to BulliesOut and its vision, you will bring an assertive yet collaborative approach to the role, have a high level of integrity and understand and accept the legal duties of being a Trustee. A natural team player, you will also be encouraged to make the most of your well-developed network to help make our vision for the future a reality.

Following a planned induction programme, you will be required to attend monthly meetings and assist with Board work throughout the year, together with reading time for papers. Board meetings are approximately 2-3 hours long and are usually held on a weekday evening and our AGM is held annually.

As an organisation that has achieved the prestigious **Investing in Volunteers Award**, BulliesOut is also committed to development and support and we extend this commitment to Trustees in respect of attendance at relevant training courses on governance.

The rewards of working with, and learning from, people from different backgrounds and skills will be great. You can make a difference to society, to our beneficiaries and to supporting BulliesOut to deliver its charitable objectives.

## **Board of Trustees Terms of Reference**

The Board of Trustees is an integral role to the effective running of the Charity and is to provide effective governance for BulliesOut to ensure progress is continually made on achieving the vision and mission of the Charity.

### **Responsibilities:**

- To ensure that BulliesOut operates within its Constitution and abides by all relevant Charity legislation
- To oversee, review and develop the Charity's governance and constitutional arrangements
- Working to maximise the effectiveness of the Board
- To set and review the strategic aims of the organisation
- To provide leadership across the organisation to ensure that the strategic aims are met
- To ensure the good management of the organisation
- To supervise the CEO and Senior Management team
- To ensure that the assets of BulliesOut are protected and oversee all financial affairs of the organisation
- To at all times make decisions and undertake their duties in the best interests of the organisation, in accordance with all appropriate legislation and the aims and values of the Charity

### **Membership of the Board and Board Meetings**

The Charity is a 'membership' charity and all Trustees must be members of the organisation. Membership is currently £5 per annum.

Board meetings are held on a monthly basis during the evening. They are usually held at the Charity's office in Cardiff but are also held via the Zoom Platform when circumstances change. Trustees are also expected to attend the Annual General Meeting (AGM).

## **Trustee Person Specification**

Each trustee must have:

- Integrity
- A commitment to the organisation 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 judgment
- An ability to think creatively
- A willingness to speak their mind
- An ability to work effectively as a member of a team

**As a collective, the Board of Trustees will need skills and experience in the following areas:**

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- The type of work carried out by BulliesOut
- Legal matters
- Fundraising
- Networking
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing
- Computers and information technology
- Campaigning
- Education and learning

All Trustees must be willing to accept the legal duties, responsibilities and liabilities of a Trustee as set out by the Charity Commission. The Charities Act disqualifies people from being a Trustee if they have unspent convictions for offences involving deception or dishonesty; are undischarged bankrupts; have been removed from the Trusteeship of another charity because of misconduct; or have failed to make payments under court administration orders.

All Trustees are asked to embrace Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

All Trustees will undergo an enhanced disclosure with the Criminal Records Bureau and sign a financial declaration.

## 6 How to apply

If you think you have the strategic vision to help drive BulliesOut forward please complete the attached application form and ensure you provide the following:

- A supporting statement, explaining how you believe your skills, knowledge and experience match the requirements of the role.
- A comprehensive CV.

We would also require the details of two people who may be approached as referees, who know you in a capacity to comment on your suitability for the position for which you have applied. We will only contact referees if your application is being recommended to the membership or to the Board of Trustees. Referees cannot be family members.

In line with good practice we would also ask you to complete the equal opportunities monitoring form, included in this pack to help us ensure that equality of opportunity is being achieved. The information on this form will be treated as confidential and not used as part of your application.

You can find further information about BulliesOut and its work at [www.bulliesout.com](http://www.bulliesout.com)