



CHAIR OF THE BOARD OF TRUSTEES

Recruitment Pack 2020


OUR VISION, MISSION AND VALUES

Our Vision

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

Our Mission

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



"We do our utmost to be ambitious and continue to deliver an excellent service to the young people with whom we work. The children and young people we work with are full of potential and we will continue to empower them to speak out against bullying and behave with integrity and as role models within their communities."

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.

MESSAGE FROM THE FOUNDER/CEO

I am delighted that you are interested in joining BulliesOut as its Chair. I hope you find our information pack informative and comprehensive.

It is an exciting time for the Charity. We are working hard to deliver a transformational change programme, ensuring our services, campaigns and programmes for our beneficiaries, stakeholders and customers are fit for purpose and relevant.

Through workshops, training programmes and support, we work tirelessly to reduce the prevalence of bullying in the UK and through campaigns, media and education we seek to raise awareness of this destructive behaviour and the effects it has.

The next five years are critical. As part of this transformational change we are looking to recruit a new Chair to help lead BulliesOut through this period of change and growth.

This information brochure highlights the responsibilities of the Chair and included with this brochure are copies of our Annual and Impact Reports and Strategic Plan, along with an application form should you wish to proceed with your application.

The application form should be submitted by post marked 'Confidential'

for the attention of Linda James MBE, Founder/CEO, BulliesOut, T109, Titan House, Cardiff Bay Business Centre, Lewis Road, Cardiff CF24 5BS, or by email to ljames@bulliesout.com. The form must be hand-signed.

If you would like further information about becoming a Charity Trustee, this can be found on the Charity Commission website at www.gov.uk/government/publications/the-essentialtrustee-what-you-need-to-know-cc3

Further information about BulliesOut can be found on our website at www.bulliesout.com If, however, you have specific questions, or would like to arrange an informal conversation, please contact me on 07899 874358.

Yours sincerely

Linda James MBE



WHAT WE DO

Increasing the confidence and emotional wellbeing of young people

Our youth engagement programme, Youth Ambassadors, was designed to build the skills, confidence and self-esteem of young people. Youth Ambassadors receive training and skills-based activities on a monthly basis to help rebuild their confidence and self-esteem. Our work with these young people also empowers and inspires them to go on to realise their aspirations and make achievements they may otherwise have not thought possible.

This programme hasn't grown as much as we would have liked and this could be due to a number of factors - young people can be overwhelmed with school-work, or just may not feel that they are able to give sufficient time to volunteering.

We continue to be proud of the work some of our Youth Ambassadors do within their local communities and together as a team. Following reflection and feedback from the group, as well as a significant increase in costs associated with using an external awarding body, we have designed our own challenge programme. More on that later!

Educating young people to change behaviours

Our work with young people in schools continues to provide learning and education around recognising and challenging behaviours. We use 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.

We offer day-long training programmes as well as interactive and creative workshops in both primary and secondary schools and these can also be delivered in community and youth settings. There is a recognisable and constant increase in the demand for our work which indicates a willingness amongst schools and other organisations to accept the fact that bullying is happening and to put in place positive interventions to assist young people.

Providing direct support to those affected by bullying

Our e-mentoring programme is the original support system provided by BulliesOut from its inception. This provides direct one-to-one support through a secure email system and can be used by anyone affected by bullying.

Each mentoring relationship is different; sometimes people reach out for help and are just happy to receive a response which demonstrates our support for them and provides them with guidance and encouragement in what they are dealing with. Other mentoring relationships can spread out over a number of months or longer and support can be provided for that person for as long as they feel it is needed.

Mentoring is a proven way of providing support to those who are struggling to deal with any issue, of which bullying can be one. Early intervention through a mentoring relationship can lead to a more successful outcome of the issue being experienced as the person feels supported emotionally by their mentor.



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).

CHAIR ROLE SUMMARY

Job Title: Chair of Trustees
Direct Report: Founder/CEO

Role Summary

We wish to recruit a Chair with experience of senior management at Director level and who understands and is passionate about our charity's work. We are proud of the progress we have made in the past 14 years and wish to recruit someone who is able to lead and motivate and make key decisions in terms of the expansion of the charity.

As Chair you would be involved in helping develop and plan our expansion of BulliesOut over the next five years and beyond. The Chair position will require a commitment of around 12-15 hours per month.

The position is not remunerated but reasonable out-of-pocket expenses will be reimbursed in line with Charity Commission guidelines.

Chair Responsibilities:

Leading the Board

- Convene and Chair Board meetings, enabling contributions from all Trustees and that sound decisions are made.

Governance and Finance

- Ensure sound governance of the organisation, and compliance with Charity Commission regulations.
- Ensuring the organisation complies with its Constitution and all applicable legislation and regulations
- Ensuring the organisation pursues its objects as defined in its Constitution and applies its resources exclusively in pursuance of those objects.
- Ensuring the financial stability of the organisation and that proper accounting records are kept.
- Ensuring the effective and efficient administration of the organisation.
- Approving the business plan strategy and monitoring progress against it.
- Determining/approving the annual budget and monitoring progress against it.
- Supporting the board to approve the annual report and accounts.
- Protecting and managing the property of the organisation.
- Approving the organisation's policies and ensuring these reflect current practice.

Fundraising and Communications

- Acting as a spokesperson and figurehead as appropriate.
- Safeguarding the reputation of the organisation.
- Supporting the organisation in the delivery of its fundraising plan
- Staff and Trustees
- Ensuring an effective relationship between:
 - the Board and the staff/ volunteers
 - the Board and the external stakeholders/community

Supporting the CEO and undertaking an annual appraisal

- To liaise with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate
- Providing leadership for the board, including monitoring and appraisal of trustee performance
- To act as final stage adjudicator for disciplinary and grievance procedures if required

Personal Duties

- Leading Board meetings
- Taking an active part in Board meetings and deliberations
- Sitting on other Council sub-committees and/or advisory groups as required
- Exercising due care and attention and using reasonable skill in dealing with the organisation's affairs
- Using own skills, knowledge and experience to help the Board reach sound decisions

The above list is indicative only and not exhaustive.

Competencies Required for the Role

The following are the core competencies required and which will be used as assessment measures when assessing candidates:

1. Leadership of the Board of Trustees

- Sound understanding of the relationship between Chair and CEO
- Active and evidence commitment to high personal standards
- Ability to lead the organisation through a challenging period and achieve growth and strength as a result
- Ability to challenge poor performance and support individual personal development

2. Leadership of and contribution towards strategy development and delivery

- Understanding of and ability to lead on and deliver an organisation's purpose and strategy
- Ability to identify and highlight opportunities and lead on taking these forward
- Ability to demonstrate the capacity to achieve an innovative and flexible approach in response to challenges



3. Act as a true advocate for the organisation demonstrating excellent communication skills

- Demonstrates high level interpersonal skills with an ability to establish new positive stakeholder relationships
- Ability to promote the organisation in all walks of life, promoting the key issues in order to engage with and earn the confidence and support of others

4. Analytical skills and sound judgement

- Ability to absorb detailed written material and process information accurately and with speed
- Demonstrate the ability to present an argument and be able to support this with valid reasons on decision making
- Applies independent judgement and demonstrates the ability to reach balanced decisions based on available evidence
- Ability to function under pressure and still demonstrate ability to reach measured decisions

5. Personal ownership and team effectiveness

- Engages with and hears and respects the views of others in decision-making
- Demonstrates a clear understanding of the role and a commitment to fulfilling its requirements even under challenging circumstances
- Keenness to engage in induction and training processes
- Demonstrates ability to become a constructive member of the team and ensure successful running of the organisation





To find out
more visit



www.bulliesout.com

Bullies  **Out**®

Registered Charity Number 1123070