

Trustee Role and Recruitment process:

Thank you for your interest in LifeJackets. Being a LifeJackets Trustee will give you the chance to help us change the world using stories, poems and activities designed to get our readers thinking about what they've read.

Below is information: 1. setting out the stages of our recruitment process; 2. describing the role; 3. What are we looking for from trustees
4. setting out the limitations on who can be a trustee.

1.Trustee recruitment process:

1. Informal conversation & information given
2. Application form*
3. Interview & references taken*
4. Check against removed trustee register & other registers as appropriate.
DBS checks if legal/appropriate.*
5. Trustee declaration signed
6. Official letter of appointment sent and induction.

*please note that information such as applications forms, evidence of checks and references will be kept on file. Please feel free to ask for more information about this.

2.What would being a trustee involve?

Role: To advise, support, enthuse, question, lead, hold accountable.

We need: Trustees to take LifeJackets from a new organisation with a couple of successes and help build us into an organisation that can reach a far wider audience and offer projects on a much larger scale.

Basic responsibilities as defined by the Charity Commission: Being a trustee is a very responsible role. Trustees are responsible for ensuring the charity is well run, obeys the law and does the work its governing documents set out.

There are 6 key tasks identified by the charity commission.

- Ensure your charity is carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Ensure your charity is accountable

The charity commission expands on its expectations of what this involves here, with shorter definitions in section 2:

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do#s6>

Time commitment: We suggest trustees expect to spend a couple of hours a month on LJ activities. We meet 4/5 times a year (usually in the evening) and have an annual trustee away day.

Being a trustee with LifeJackets will involve tasks such as:

1. Strategic governance of the charity, keeping it going as an entity, if appropriate, and considering the growth of the project, seeking advice as necessary.
2. Ensuring that participating in our activities is a supported, inspiring and empowering experience for children and young people.
3. Being open to listening to feedback from children and young people about the project and seeking opportunities to incorporate learning relevant to our aims in future planning.
4. Working, with volunteers, staff and trustees as appropriate, to generate relevant policies, which represent good practice.
5. Ensuring our goals are clear and that we work effectively to achieve them.
6. Take part in discussions on the strategy, content, tone and look of publicity.
7. Reviewing and strategic planning of activities and events carried out.
8. Taking part in reviewing and planning for the development of the organisation, as an entity. This includes including reviewing its effectiveness and accessing and applying information on organisational management.

9. Encouraging and supporting the rest of the team.
Supporting the Chair (and hopefully later Director) with fundraising ideas, research and possibly generating applications.
10. Taking part in publicity for Lifejackets, which could involve writing about the project, being quoted in a press release or speaking to press directly.
11. Considering whether you are able to take a role such as Chair of Trustees or Secretary.

3. What are we looking for in trustees?

Below, in no particular order, are some skills which would be useful for LifeJackets (and which there may be opportunities for you to gain while volunteering for LifeJackets). We don't expect that any trustee will have all these skills, but it would be useful to have as many as possible represented among the board somewhere. Some of these skills will be brought by non-trustee volunteers and, later on, staff.

Skills and experiences we would like build into our trustee board:

Experience as a trustee

Fundraising

Contract/partnership negotiation

Starting up/small organisation skills

Project organisation

Organisational growth and development

Demonstrating & measuring outcomes.

Knowledge /experience of schools, their targets, processes & structures.

Knowledge / experience of RE, PSHE and English curriculum.

Knowledge of youth work and youth organisations.

Publicity and marketing, especially with young people.

Knowledge or experience of safeguarding & related systems and processes.

Understanding of social media for publicity, promotions, participation.

Understanding of social media and young people.

4. Who can be a trustee:

There are some restrictions on who can be a trustee. If you feel this may apply to you, please contact the Chair of Trustees (Carrie Comfort on 07931 512 489) for an informal conversation.

The Charity commission says:

- You must be at least 18 years old to be a charity trustee (16 if your charity is a company or charitable incorporated organisation (CIO)).

- Some people are disqualified by law from acting as charity trustees. Subject to waiver provisions (see below) this includes anyone who:
- has an unspent conviction for an offence involving dishonesty or deception
- is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement (IVA) with creditors
- is [disqualified from being a company director](#)
- has previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

It is normally an offence to act as a trustee while disqualified unless the commission has given a waiver. Special provisions apply to charitable companies. Find out more about [disqualifications](#) and [waivers of disqualification](#) in the commission's staff guidance.

It may also raise complications with our insurers if you have been:

1. convicted of or charged (but not yet tried) with any criminal offence other than Motoring offences or spent convictions under the Rehabilitation of Offenders Act 1974;
2. declared bankrupt or insolvent;
3. a trustee or director or partner of a charity or company that went into liquidation or receivership;
4. the subject of a recovery action by Customs and Excise or the Inland Revenue;
5. the subject of a County Court Judgement.

If one of these scenarios applies to you, this does not necessarily mean you cannot be a trustee. Please notify the Chair of Trustees if this is the case and we can seek confidential clarification.