



Charity Registration Number:  
1153532



## JUST BE A CHILD

## TRUSTEE RECRUITMENT PACK

**2022**

Just Be a Child is a registered charity in England and Wales (1153532) and a company limited by guarantee (company number 08393208). Registered address 5 Lindens, Stevenage, SG1 1ST

# WELCOME

Thank you for your interest in Just be a Child.

In 2012 I met children in Kenya who were wonderfully kind and generous, but they were also unable to imagine their futures different from their parents in a life of poverty. I decided there and then that I really don't like the idea of children without the access to books. Of children without the abilities to dream, to imagine and to create.

Back in the UK with a bunch of like-minded people we got Just be a Child off the ground pretty quickly. We collected books in the UK and built our first library. We also made a promise to never walk away from a community partner and we continue to support them throughout the lifetime of our libraries.

Our model is to buy a 40ft container and fill it with around 40,000 donated books, this is shipped to Kenya and converted into a library building by the local community. Over the last 9 years we've built 8 libraries and our motto is that our partner communities lead their own development. As part of setting up a new library we run outreach programmes to promote the value of reading, running activities like arts and crafts sessions and providing training.

Our vision is to make a difference for communities, giving children a future and a different way of thinking and opportunity away from a life of poverty. Our long term aim is to build more libraries in poverty-stricken areas, continuing to work in Kenya and expanding to other countries as and when we can.

We are now looking for more Trustees to help us achieve this vision. We need individuals who are motivated and passionate about our vision and will be an advocate for our work. We are looking for skills to help grow awareness and support for the charity and as a Trustee you will not only help lead our strategy but you'll play a hands-on role. We would especially like to hear from people with skills in writing grant bids, organising fundraising activities, press and PR.

To find out more about our work, please visit our website [www.justbeachild.co.uk](http://www.justbeachild.co.uk)

If you feel you have the expertise, time and passion for our work, I'd be very pleased to hear from you. Details of how to apply are at the end of this pack.

*Lenka*

Lenka McAlinden

Founder & CEO of Just be a Child

# TRUSTEE RESPONSIBILITIES

## 1 The Board of Trustees

- 1.1 The Board is the governing body of the charity and is governed by our Articles of Association. It takes ultimate legal responsibility for directing the affairs of the charity and ensuring it is solvent, well-run, and delivers its charitable outcomes. The Board includes the Chairman, Treasurer and two other Trustees, and delegates responsibilities to the Chief Executive. The Board is supported by Fundraising sub- group, which Trustees may be asked to join.
- 1.2 Trustees complete an annual declaration of interests form and an automatic disqualification declaration and should declare at the beginning of each meeting any interests relevant to the agenda for that meeting.
- 1.3 Trustees should be able to demonstrate values such as honesty and integrity and must be committed to the charity's aims and values. They must have:
- A willingness to devote the necessary time and effort
  - Strategic vision
  - Good, 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
  - An ability to work effectively as a member of a team and to take decisions for the good of the charity.
- 1.4 Trustees are expected to attend all Trustees meetings and to ensure that sufficient time is given to prepare for and attend meetings. Board meetings are held four times a year at times that best suit and last between one to two hours. They are held in-person or via Zoom. Trustees also play an active role, such as organising fundraising and press and publicity. Trustees shall allow a minimum of two hours per week for this.
- 1.5 The responsibilities of a Trustee for Just Be a Child are guided by the Charity Commission (The 'Essential Trustee'), which is summarised below:

### **a) Ensure the charity is carrying out its purposes for the public benefit**

Trustees must make sure that the charity is carrying out the purposes for which it is set up, and no other purpose. This means Trustees should:

- Ensure they understand the charity's purposes as set out in the Articles of Association.
- Ensure that the charity meets its legal obligations and follows best practice in regard to matters including safeguarding, data protection and fundraising.
- Take part in formulating and regularly reviewing the charity's Strategy and goals.
- Be able to explain how all of the charity's activities are intended to further or support its purposes.
- Understand how the charity benefits the public by carrying out its purposes.
- Ensure that the policy and practices of the charity are in keeping with its Strategy.

**b) Comply with the charity's governing document and the law**

Trustees must:

- Make sure that the charity complies with its governing documents.
- Comply with charity law requirements and other laws that apply to the charity.
- Take reasonable steps to find out about legal requirements, for example by reading relevant guidance or taking appropriate advice.

**c) Act in the charity's best interests**

Trustees must:

- Do what they decide will best enable the charity to carry out its purposes.
- Make balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Avoid putting themselves in a position where their duty to the charity conflicts with their personal interests or loyalty to any other person or body.
- Not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests; this also includes anyone who is financially connected to the charity, such as a partner, dependent child or business partner.
- Act as representatives of the charity, including sharing contacts and facilitating introductions to individuals and organisations.

**d) Manage the charity's resources responsibly**

Trustees must act responsibly, reasonably and honestly. Trustees must:

- Make sure the charity's assets are only used to support or carry out its purposes.
- Avoid exposing the charity's assets, beneficiaries or reputation to undue risk.
- Not over-commit the charity.
- Take special care when investing or borrowing.
- Comply with any restrictions on spending funds.
- Agree the budget and monitor financial performance, and ensure proper investment of the charity's funds.
- Monitor the performance of the charity against the planned work programme.

- Appoint and support the Chief Executive.
- Ensure appropriate procedures and safeguards are in place and take reasonable steps to ensure that these are followed.

**e) Act with reasonable care and skill**

As someone responsible for governing a charity, Trustees:

- Have a sound and up to date knowledge of the charity.
- Must use reasonable care and skill, making use of their skills and experience and taking appropriate advice when necessary.
- Should give enough time, thought and energy to the role, for example by preparing for, attending and actively participating in all Trustees' meetings and attending training provided for Trustees.
- Actively engage in respectful discussion, debates and voting at meetings, contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision, making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all, respecting diversity, different roles and boundaries, and avoiding giving offence.
- Uphold the charity's, values and reputation.
- Respect confidentiality, understanding what confidentiality and high regard for the protection of data means in practice for the charity.

**f) Ensure the charity is accountable**

Trustees must comply with statutory accounting and reporting requirements. They should also:

- Be able to demonstrate that the charity is complying with the law, well run and effective.
- Ensure appropriate accountability to the charity's supporters, beneficiaries and staff.
- Ensure accountability within the charity.
- Review the performance of the board of Trustees.

## TRUSTEE ROLES

We are looking to appoint Trustees with expertise in corporate fundraising, press and PR and writing grant applications. A summary of the job roles is given below. Trustees work closely with the Chief Executive who provides guidance and supports coordination with other volunteers.

### **Trustee lead: Corporate Fundraising**

- To support the preparation of an annual fundraising plan.
- To research and identify potential funding partners and groups.
- To lead other volunteers to support the delivery of fundraising activities.

### **Trustee lead: Press and PR**

- To prepare and issue press releases on a regular (monthly) basis.
- To identify digital and print media, TV and radio where the charity can be promoted.
- To develop working relationships with media contacts.
- To speak on behalf of the charity with the media.
- To arrange PR activities, such as photos with sponsors, grant providers and major donors.
- To work closely with the other volunteers to support the promotion of fundraising and grants and other communications such as the website, newsletter, social media.
- To lead other volunteers to support the charity's press and PR.

### **Trustee lead: Grant Applications**

- To research grants and maintain a database to record potential, grants applied for and those in development.
- To look for new opportunities for grants for all aspects of the charity e.g. overseas aid, education, sustainability, recycling.
- To prepare proposals and budgets, write grant applications and liaise with grant funders.
- To write reports to grant funders as required.
- To liaise with the lead Trustee on press and PR to arrange promotional activities with grant funders as possible.
- To lead other volunteers to support the work to secure grants.

# TRUSTEE RECRUITMENT PROCESS

## Applications

If you are interested in applying to be a Trustee, please email Lenka McAlinden at [Lenka.mcalinden@justbeachild.com](mailto:Lenka.mcalinden@justbeachild.com) and include:

- Your CV
- Covering letter outlining your interest in the position and relevant experience
- Completed Trustee Declaration (Appendix A)

The deadline for applications is **9am** on **??????**.

Shortlisted candidates will be invited to attend a discussion with Lenka and one of our volunteers. Confirmation is subject to:

- The Board approving a recommendation to appoint the individual as a Trustee; and
- The AGM voting in favour of the appointment of the individual.

Information from your application will be processed in accordance with the General Data Protection Regulations.

## Appendix 1: TRUSTEE DECLARATION

**I declare that I am not disqualified from acting as a charity trustee and that:**

- I am aged 18 or over at the date of this election or appointment;
- I am capable of managing and administering my own affairs;
- I have not been involved in tax fraud;
- I do not have an unspent conviction relating to any offence involving deception or dishonesty;
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an agreement*);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986;
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body;
- I have not been disqualified from serving as a Company Director;
- I have not controlled nor been involved in managing an Environmental Body whose enrolment was compulsorily revoked by ENTRUST, and I am not connected with anyone else who has.
- I undertake to fulfil my responsibilities and duties as a trustee of Just Be a Child in good faith and in accordance with the law and within the charity's objectives / mission;
- I do not have any financial interests in conflict with those of the charity (either in person or through family or business connections) except those, which I have formally notified in a declaration of interest statement. I will specifically notify any such interest at any meeting where trustees are required to make a decision, which affects my personal interests, and I will absent myself entirely from any decision on the matter and not vote on it.
- I will at times ensure the charity's funds, and charity tax reliefs received by this organisation, are used only for charitable purposes.
- I understand and agree to abide by the Trustee Roles and Responsibilities.

**Signed:**

**Name (printed):**