



## Candidate pack for a Trustee

Thank you for your interest in becoming a Trustee for The Separated Child Foundation. This is a wonderful opportunity to make a difference to the lives of lone refugee youth.

'Separated Child' is poised for growth at an exciting stage of its development and we're keen to recruit more Trustees to strengthen and broaden our skills and understanding.

We're committed to creating a diverse Board of Trustees that truly reflects the multi-ethnic nature of our society, including the children and young people that we support. We particularly welcome applications from people who have the lived experience of a separated child or a refugee in another situation, or else have been working for organisations that support refugees, and from people in under-represented communities.

### About us

Established in 2007, The Separated Child Foundation offers emotional, social, financial and practical support to separated children and young people in the UK who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution.

We currently have five part-time staff members: our Chief Executive Officer, an Operations Manager, a Programme Manager, a Manager for our Packing Project, and an Administrator. We also engage three freelance youth workers. Their activity is supported by the Board of Trustees and 50 volunteers. We work in partnership with over 90 agencies in 100+ locations across the UK to offer a range of support to separated children.

### Board of Trustees

Trustees play an essential role in the governance of The Separated Child Foundation and its future development. The Trustees, while retaining overall responsibility for the conduct of our operation and strategy, delegate operational functions to the executive staff.

Our Board includes a Chair, a Deputy Chair and an Honorary Treasurer. We also have a Minuting Secretary. There are currently no vacancies for Ordinary Trustees but there are three vacancies for Co-opted Trustees. Co-option is for one year at a time and can be renewed by mutual agreement. New Trustees can be formally appointed soon after the recruitment process is complete.

### Role description for a Trustee

#### Remuneration

There is no financial remuneration for the role of a Trustee, although expenses (including for travel) may be claimed.

#### Time commitment

Full Board meetings take place remotely in the early evening on a weekday, once every two months. We have recently created three committees to focus on specific issues and activities during this exciting period of growth. The committees are Development, Influencing and Management, and we ask Trustees to join the committee that best suits their experience and interests. Trustees who join a committee will be involved in further meetings. Committee meetings take place in the months between full Board meetings. Other contact, usually email or by telephone, will be necessary as well as reading and responding to documents.

#### Reporting to

Chair of Trustees.

## **Role Description**

The important role of a Trustee is to ensure that The Separated Child Foundation fulfils its duty to its beneficiaries through its charitable activities, delivers on our mission and is governed competently and with integrity.

The Board of Trustees, working collectively, needs to act to ensure that 'Separated Child':-

- Has a clear vision, mission and strategic direction on which it is focused
- Pursues its objectives, as defined in its Memorandum and Articles of Association
- Applies its resources exclusively in pursuance of its objectives
- Is effectively and efficiently administrated
- Is financially stable by protecting and managing its property, and investing its funds soundly

The Board appoints the Chief Executive Officer (whenever a vacancy arises) and monitors their performance.

Individual Trustees need to:-

- Contribute actively to the Board's collective role in giving 'Separated Child' firm strategic direction, creating policy, defining goals and setting targets, and evaluating performance
- Take responsibility for the performance of 'Separated Child' and for its organisational behaviour, so that it complies with all legal and regulatory requirements
- Safeguard the good name of the organisation
- Ensure that the governance of 'Separated Child' is of the highest possible standard
- Act as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Make full use of their specific skills, knowledge or experience to help the Board make good decisions and advance the activities of 'Separated Child'

The above list of duties is indicative only and not exhaustive. Trustee are expected to perform additional duties that are reasonably commensurate with the role.

## **Qualities of a Trustee**

### **Essential**

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Commitment to the objects, aims and values of 'Separated Child', and willingness to devote time to carry out responsibilities
- Strategic and forward-looking vision in relation to 'Separated Child'
- Good, independent judgement, political impartiality and the ability to think creatively
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues
- Ability to balance tact and diplomacy with willingness to challenge and criticise constructively

### **Desirable**

- Prior experience as a Trustee or member of a committee
- Knowledge and experience of the type of work undertaken by 'Separated Child'
- A wider involvement in the voluntary sector

## **To apply**

Please email:-

- Your CV
- A candidate statement, outlining your suitability and motivation for this role
- The names and contact details of two referees

to Hannah Williams (Operations Manager of 'Separated Child') at [hannah.williams@separatedchild.org](mailto:hannah.williams@separatedchild.org)