



BELEVE
TRUSTEE
appointment
BRIEF



January 2022

DEAR CANDIDATE

Welcome note from Shruti - chairperson



What a transformational year 2020/21 has been! This was a period riddled with ever-changing external dynamics in response to the global COVID-19 pandemic, which has hit the charity sector particularly hard. This was also a time when we saw the protagonist's "can-do" mindset of the BelEve team shine through all the agile adaptations we successfully executed. The impact this team has driven in the lives of girls and young women was the biggest motivation for me to jump on board. In my first year as BelEve's Chair of trustees, I am so proud of what we have achieved, with some big wins and the launch of great initiatives: We saw an opportunity through the pandemic to widen our impact across the country, increase our offering and transition 90% of our workshops online. We focused on building capacity and strengthening the offering of BelEve during this challenging year. As a result, we are well-positioned to achieve the ambitious targets we had set at the start of the year.

We are now looking for some strong Trustees to join us at this exciting moment in BelEve's journey. BelEve has achieved a huge amount in its first decade of operation. The next 10 years are poised to be even stronger - a growth journey where we attract higher funding to amplify our influence and impact on the lives of these young women. With their individual areas of expertise and passion for our mission, our Trustees will be responsible for helping shape the next decade of BelEve.

If what you hear excites you, we would love for you to apply for one of the advertised positions.

Shruti Dube
Chair, BelEve UK

Who we are...

ABOUT BELEVE

Aim

BelEve's aim is to make a profound and lasting impact on girls aged 8-18 and inspire the next generation of female leaders to be of service to their community.

Vision

All girls and young women are empowered to become leaders of their own world.

Mission

Equipping girls and young women with the skills, support and confidence to find their voice and make informed choices about their future.

Core Principles

- Inspiring change
- Developing potential
- Taking responsibility
- Building community



About BelEve

CHARITY REMIT

BelEve aims to engage with girls and young women and support them in gaining skills, confidence and self-belief to fulfil their potential, despite barriers in their lives that might suggest otherwise.

Through carefully crafted programmes, mentoring, events and campaigns, BelEve brings individuals and groups together helping to motivate them, reduce isolation, combat differences, and build strength across communities from the girls who are at the centre of these. Through the programmes, beneficiaries improve their social mobility, as well as their life and career prospects.

Programmes include:

- **Lead Her Ship:** Early careers workshops working alongside business partners to deliver bespoke Career Insight Days, partnering with the UK's leading businesses such as Warner Bros, LinkedIn, Adobe, Adidas, Salesforce. For girls aged 14 – 19. Includes, skills development and work experience.
- **Pathway to Success:** Mentoring Programme matching girls aged 16-21 with female role models and leaders across industry in order to deliver one to one support.
- **It Is That Deep:** Sexual Harassment Campaign. A campaign co-created with young women to raise awareness and encourage people to recognise, speak out, and stand up against sexual harassment amongst their peers.
- **BEAM (Beautiful, Empowered And Me)** girls empowerment workshops. Early intervention for school years, for girls aged 8-11.

What we do

EVOLVING FOR CHANGE

2020/2021 has been a pivotal years for BelEve, with game-changing, global events forcing the charity to pivot to survive.

As a result of COVID-19 and the cultural awakening in response to #BlackLivesMatter, BelEve's voice has attracted attention from global brands who want to champion the charity's cause, as well as individuals who want to volunteer and girls who want to get involved.

In response, the charity is establishing a new structure with the aim of converting offers of support into tangible action that will directly contribute to its vision, growth, and expansion.

We continue to amplify our young women's voices through our **IT IS THAT DEEP** sexual harassment campaign. Empowering young women to play an active role in stamping out the normalised behaviors they are often subjected to.

Overview of roles

BELEVE TRUSTEE VACANCIES

Equipping girls and young women aged 8-21 with the support network, skills, and confidence to make informed choices about their future and career.

- Safeguarding Trustee
 - The Safeguarding Trustee is a critical role in ensuring the safety and well-being of girls and young women who access BelEve's services.
 - Sitting on the Board of Trustees, the post-holder will shape BelEves' strategic plans and chair operational meetings to review how staff and volunteers at BelEve are implementing safeguarding measures, collaborating with the CEO and Designated Safeguarding Lead to improve its practices.
 - Liaise with key stakeholders and clients to ensure their specific requirements for safeguarding are adhered to and considered for inclusion in the overall strategy for BelEve safeguarding.
 - Keeping up to date with the ever-changing pace of safeguarding guidance and legislation and ensuring the charity is proactive in its response.

- Marketing Trustee
 - The marketing Trustee will contribute to a marketing/public relations strategy that will allow the organisation to cultivate and enhance meaningful relationships with targeted, high-level external audiences including the media and key influencers.
 - Develop market position and brand of the charity to girls and young women in order to enable it to fulfill its mission and aims.
 - Oversee the ongoing development of the organisation's marketing and communications strategy in conjunction with management and the board.

Overview of roles

BELEVE TRUSTEE VACANCIES

- HR Trustee
 - Human Resources Trustee role will provide experience and knowledge of HR employment law and best practices related to employee and volunteer relations, recruitment, retention, reward, and recognition, as well as staff and trustee development
 - Ensure that the charity and its representatives function within the legal and regulatory framework of the Children and Young People sector and in line with the organisation's governing document, continuously striving for best practice in governance.
 - Take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.

Overview of roles

PRINCIPAL RESPONSIBILITIES

As Board members are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including service users, members, funders, the Charity Commission, and Companies House. At BelEve we adhere to the Charity Governance Code.

Key responsibilities:

- **Planning**

- Approve the organisation's mission statement and review the staff's performance in achieving it.
- Annually assess the changing environment and approve the organisation's one-year plan and strategy.
- Review and approve the organisation's three-year financial goals and budget.
- Approve major policies.

- **Organisation**

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Chief Executive of the organisation.
- Regularly discuss with the Chief Executive matters that are of concern to her or to the Committee.
- Recruitment of prospective members of the trustee board and fill vacancies as needed.
- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long-term goals, and the performance of similar projects.
- Be certain that the financial structure of the organisation is adequate for its current needs and its long-term strategy.
- Approve major actions of the organisation, such as major changes in activities and services.

Overview of role

- **Audit**

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations.
- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation.
- Review the compliance with relevant laws affecting the organisation.

- **Ambassador**

- Help promote the organisation to a wider audience of potential funders and supporters.
- Attend events to represent the organisation in a positive manner and expand TKN networks.

- **Time Commitment:**

- To regularly attend all board meetings (five times a year) and all People and Safeguarding subcommittee meetings (five times a year).
- To provide input into operational projects in-between meetings, giving a minimum of 4 hours of time to follow up on actions, provide advice, and input into strategic documents/areas of work relevant to their areas of expertise and to further the aims of the board and organisation.



Overview of role

PERSON SPECIFICATION

Essential

- A commitment to the vision, mission, and core principles of BelEve UK
- An understanding and awareness of the role of the youth sector and challenges that girls and young women are facing, particularly those from disadvantaged communities.
- An ability to relate to the girls and young women of BelEve UK.
- A good understanding of the social, economic, and political context in which BelEve UK works.
- Ability to communicate effectively both laterally across fellow board members, and hierarchically through the charity operations team and volunteers.
- The confidence and ability to provide support to the management team.

Core Benefits of the Trustee Role

- Access to an expansive network
- Fast track your executive career
- Be rewarded emotionally for your contribution
- Attractive status and higher profile of a prestigious role
- Learn new skills in and out of the boardroom
- Contribute to society as a way of giving back

How to apply

JOIN OUR TEAM

To apply to become the Trustee of BelEve UK please complete our **short application**. <https://beleveuk.org/beleves-trustee-opportunities/>

Please ensure that your c.v and application fully addresses the requirements for the role you are applying for. Please let us know if you will require any special provision as a result of any disability should you be called for an interview.

Finally, please ensure that you inform us of any dates when you will not be available or might have difficulty with the indicative timetable.

It is anticipated that an offer will be made to the preferred candidate in March and that the successful candidate will start the role ASAP.

Queries

If you have any queries on any aspect of the appointment process, need additional information or would like to have an informal discussion, please contact info@BelEveUK.org

Recruitment Timetable

Deadline for applications: 12th February 2022

1st round interview: Week commencing 21st February 2022

2nd interview: Week commencing 7th March 2022

Start date: ASAP