



# BELEVE TRUSTEE *appointment* BRIEF



## January 2023

# DEAR CANDIDATE

*Welcome note from Shruti - chairperson*



2022 has been a defining year for BelEve. Despite the external challenges, BelEve set an ambitious target to "Double up" their impact in terms of number of girls they worked with through the year, amount of funds raised and the number of corporates partnered with.

Across each of these dimensions, BelEve's impact exceeded our ambitions. Additionally, reading about how uplifting BelEve has been for these girls and experiencing this live through an "It is that Deep workshop" has been even more inspiring.

As a result, in my second year as BelEve's Chair of trustees, I am so proud of what we have achieved, with some big wins and focused initiatives to set up the charity for a robust future with an even wider circle of influence:

- Doubled the number of girls we have worked with (2748 from 1000 in 2020/21). This was accomplished through delivering 220 sessions in total across our five programmes. Further 100 young women were paired and received mentoring through our initiatives over the course of this year with the Civil service and Deliveroo
- Raised £285K in funds (from £190K in 2020/21) and partnered with 4 Corporates (Deliveroo, L'Oreal, TikTok and Bloom)
- Strengthened the Board with subject matter experts across Marketing, Business development/Partnerships and Safeguarding joining us
- Started work on our five-year strategy which centres on four pillars: becoming a sustainable charity with a defined sector position, delivering greater impact for girls and young women, influencing and transforming girls and young women's lives, developing stronger and deeper partnerships and collaborations

I am excited to see BelEve amplify its impact even further going into 2023 through its strong leadership team and staff, young leadership board, facilitators, mentors and volunteers.



*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 – 21. Includes, skills development and work experience.
- BelEve In Her 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

# OUR FUTURE

We remain committed to our values and priorities and intend to focus over the coming five-year period on enriching, deepening and expanding our current programme areas and developing our organisational effectiveness and sustainability to ensure our long-term success.

Infrastructure and capacity building will remain a key priority with safer recruitment and safeguarding enabling growth in delivering safe interactive spaces for all girls and young women. We are committed to continuous improvement in order to ensure our work continues to make a lasting impact on girl and young women's futures.

BelEve delivers its work through five programmes. These will continue to be the flagship thematic areas for the charity throughout the coming five years.

With the pandemic just behind us and the current cost-of-living crisis, we acknowledge the setbacks to progress in women's rights. BelEve will ensure that it meets the needs of girls and young women whilst addressing their individual intersectionality.



## *Overview of roles*

# **BELEVE HR TRUSTEE VACANCY**

We are looking for a:

### 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 role

## 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-2/>

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](mailto:info@BelEveUK.org)

### **Recruitment Timetable**

**Deadline for applications:** 12th February 2023

**1st round interview:** Week commencing 20th February 2023

**2nd interview:** Week commencing 27th February 2023

**Start date:** ASAP

