

**Bel
Eve**



CHAIR OF TRUSTEE JOB PACK

DEAR CANDIDATE

Welcome note from Shruti - Chairperson



“Looking ahead, I deeply believe, BelEve today has the right building blocks in place for the next phase of growth. We are looking for a Chairperson for the Board of Trustees who can steer the leadership team through this journey,

Based on their experience of supporting a similar scale-up in the Charity sector. It has been my deep pleasure and privilege to have seen and supported BelEve's impact so closely over my term. I am excited to find and welcome the new chair to take BelEve to that next frontier. “

Who we are....



Aim

BelEve aims to make a profound and lasting impact on girls aged 8-22 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.



BELEVE

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:

- BEAM for girls aged 8-11 (Beautiful, Empowered And Me) Supporting girls in becoming resilient and ready for the transition to secondary school.
- EmpowerHer is a transformative program designed exclusively for girls aged 11-13 embarking on their secondary school journey. It aims to empower participants to discover their inner strength, become leaders in their lives, and connect with their dreams, passions, and purpose.
- Lead Her Ship is tailored for girls aged 14-15, focusing on leadership and change-making competencies. The program includes small group discussions, fun activities, and personal reflection
- BelEve In Her Success: Mentoring Programme matching girls aged 16-21 with female role models and leaders across the industry 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.



OUR FUTURE

BelEve's focus on transforming the organisation reflects a commitment to long-term success, sustainability, and impactful growth. The organisation intends to enrich, deepen, and expand its existing programs while prioritising infrastructure development, capacity building, and organisational effectiveness. The overarching goals for the next year are outlined below:

1: Program Excellence and Impact

Objective: Achieve excellence in program delivery with a focus on making a lasting impact on the futures of girls and young women.

2: Reach and Inclusivity

Objective: Expand the reach of programs to a broader audience while addressing the diverse needs of girls and young women.

3: Organisational Resilience

Objective: Build organisational resilience by strengthening infrastructure and ensuring sustainable practices.

4: Advocacy and Awareness

Objective: Advocate for the rights of girls and young women, raising awareness of the challenges they face.

JOB DESCRIPTION

· Purpose of Chair of Trustees ·

To inspire and guide the Board and the Executive Team through the application of the Charity's vision, mission, and core principles by providing inclusive leadership. Ensuring that each trustee fulfils their duties and responsibilities for effective charity governance. As well as support, and, where appropriate, challenge the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. They will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

· Organisational Core Objective ·

To instil and role model governance in line with Charity Commission guidelines, mitigate risk by installing controls needed for responsible expansion of the charity towards achieving £1m+ in funding by 2025, to further support for girls and young women.

· Time Commitment ·

4 full Board meetings each year (including 3x 2-hour meetings and one half-day away day).

The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders.

· Key Responsibilities ·

Strategic Leadership

- Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for young women across the UK.
- Monitor the performance and impact of the Trustees in fulfilling their duties and responsibilities for the effective governance of the Charity.
- Responsibility for the Board operating within its charitable objectives and provide a clear strategic direction for the Charity.

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- Put arrangements in place so that the Board can regularly review major risks and associated opportunities.
- Responsibility for the Board fulfilling its duties to maintain sound financial health of the Charity, with systems in place to allow financial accountability.
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor that decisions taken at meetings are implemented.

Governance

- Embed rigorous governance controls and risk management practices across all aspects of the Charity's operations.
- Developing the knowledge and capability of the Board of Trustees.
- Encouraging positive change and, where appropriate, address and resolve any conflicts within the Board.
- Appraising the performance of the Trustees and the Board on an annual basis.
- Regularly refreshing the Board of Trustees incorporating the right balance of skills, knowledge and experience needed to govern and lead the Charity effectively, reflecting the girls and young women we empower.
- Working within any agreed policies adopted by the Charity.

External Relations

- Act as an ambassador for the cause and the Charity at external functions, meetings and events.
- Maintain close relationships with key members of the Government and with key influences.
- Utilise personal network to connect Charity with new opportunities and individuals who would further the Charity's causes.

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Relationship with the Chief Executive and the wider management team

- Encourage a culture of continuous feedback throughout the board and executive team to cultivate better collaboration and cohesion between teams/ departments.
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles.
- Maintain regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support.

PERSON SPECIFICATION

In addition to the qualities required of a Trustee of the Charity, the Chair must also meet the following requirements:

Experience

- Experience operating at a senior strategic leadership level within an organisation.
- Successful track record of achievement through their career.
- Experience in charity governance and working with or as part of a Board of Trustees.
- Experience in external representation, delivering presentations and managing stakeholders.
- Experience in change management.
- Significant experience in chairing meetings and events.

Knowledge and skills

- An understanding and awareness of the role that BelEve plays in the youth sector and the challenges that girls and young women are facing, particularly those from disadvantaged communities
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

Personal Qualities

- Personal gravitas to lead with a network of personal and professional contacts that would support fundraising, advocacy and influencing for the benefit of the charity and the work we do for young people.
- A commitment to the vision, mission and core principles of the Charity
- An ability to relate to the girls and young women within the BelEve community.

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- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.



HOW TO APPLY

If this role is of interest, please submit your **CV and supporting statement** to us via our job advert, [please click here to access the link](#).

Your statement should be up to 2 pages long (no more than 900 words), addressing the following statements:

- Please outline your demonstrable commitment to BelEve UK's mission and purpose and your motivation for applying.
- Detail your previous experience and capabilities which you believe make you suitable for this Chair role.

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.

If you have any queries on any aspect of the recruitment process, need additional information or would like to have an informal discussion, please contact **People@beleveuk.org**

Deadline for applications:

Closing date: Wednesday 8th May 2024 at 23.59hrs

1st round interview: Week commencing 13 May 2024

2nd interview: Week commencing 20 May 2024

Expected Start date: June 2024