

**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 organizational 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.

OVERVIEW OF ROLE

BelEve is seeking a dedicated and detail-oriented individual to join our Trustee Board of Directors as a Volunteer Board Secretary. The Board Secretary plays a crucial role in ensuring the effective governance of the organization by maintaining accurate records, facilitating communication, and supporting the board's activities. This position is ideal for someone with strong organizational skills, excellent communication abilities, and a passion for empowering young women.

Key Responsibilities:

Meeting Management:

- Schedule, organize, and attend board meetings, including preparing and distributing agendas and meeting materials.
- Record accurate minutes of board meetings, ensuring they are reviewed and approved by the board.
- Maintain a calendar of board and committee meetings, ensuring all members are informed of upcoming meetings.

Documentation and Record Keeping:

- Maintain up-to-date and accurate records of all board and committee meetings, decisions, and actions.
- Ensure the safekeeping and accessibility of the organization's governance documents, such as bylaws, policies, and procedures.
- Manage board member files, including contact information, term dates, and committee assignments.

Communication:

- Facilitate communication among board members and between the board and staff, ensuring timely dissemination of information.
- Assist in the preparation and distribution of board reports, newsletters, and other communications
- Serve as a point of contact for board-related inquiries and correspondence.
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Compliance and Governance:

- Ensure the board operates in compliance with the organization's bylaws, policies, and applicable laws and regulations.
- Assist in the onboarding of new board members, providing orientation materials and support.
- Support the board in conducting regular self-assessments and evaluations.
- Support to the Chair and Committees:
- Provide administrative support to the Board Chair and committee chairs as needed.
- Assist in the coordination of committee meetings and activities, including scheduling, agenda preparation, and minute-taking.

PERSON SPEC

Essential

- Demonstrated commitment to the mission and values of BelEve.
- Strong organizational and time management skills with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in using office software, including word processing, spreadsheets, and email.
- Experience in administrative support, record-keeping, or a related role is preferred.
- Ability to maintain confidentiality and handle sensitive information.
- Experience working with boards or in a nonprofit environment is a plus.
- Reliable, proactive, and able to work independently and as part of a team.

BENIFITS

- Opportunity to make a meaningful impact on the lives of young women.
- Gain experience and develop skills in nonprofit governance and administration.
- Network with professionals and community leaders.
- Be part of a passionate and supportive team dedicated to empowering the next generation of women leaders.



HOW TO APPLY

To apply to become BelEve's Board of Trustee Secretary please complete please apply <https://jobs.employmenthero.com/jobs/73d0e17e-3789-45d5-bc15-faa3b415ff0a>

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 October 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

Deadline for applications:

Closing date: 11 th September 2024