

The Kite Trust

Trustees Recruitment Pack

Summer 2024

About The Kite Trust

The Kite Trust is the largest LGBTQ+ Youth Charity in the East of England. We support the wellbeing and creativity of LGBTQ+ young people in Cambridgeshire, Peterborough and surrounding areas. We do this through the provision of information, support and groups. We build inclusive communities to tackle inequalities through consultancy, training and education to all sectors.

Our Values

Relevant - Our learning and development is continuous.

Engaging - We are warm and welcoming.

Accessible - We create inclusive communities and safe spaces.

Community Led - We are motivated by the voices of LGBTQ+ young people.

High Quality - Our support and guidance are of the highest quality.

The Kite Trust's current priorities include continued focus on the needs and development of LGBTQ+ young people, grow our networks of support (both for the organisation and our young people), and to strengthen the resilience and reputation of our organisation.

For more information about our history, funders, our staff team, please visit our website:

www.thekitetrust.org.uk

What does being a Trustee mean and who can apply?

Trustees provide advice and oversee the work of charities. They have a responsibility to make sure that the charity is managed and run well including in delivering its mission and strategic plans, making sure that finances are managed responsibly and compliance with all legal and regulatory requirements.

Whilst there are some legal responsibilities, being a Trustee is a great experience and you don't have to have been a director or a manager of a company to have skills to contribute to a Board. Many people join Boards to develop new confidence and skills, to support a cause they believe in and give something back to the community. We are especially keen to make sure that our Board reflects a representation of broader society, and we're open to applications from people from a range of backgrounds and identities.

If you're thinking of applying but you're not sure if you have the right experience, please get in touch with us for an informal chat.

The role

We are looking for one or more new Trustees to join our Board. We are looking for some skills and expertise, but we're also looking to increase the diversity of representation of the Board too. We'd like to hear from people who can bring:

- Experience in income generation, enterprise and business development activities in the charity sector
- Experience in individual giving, including crowdfunding, regular giving and building relationships with high value donors

And we'd particularly welcome applications from individuals who are:

- Black, Asian, Eastern European, Gypsy, Roma, Traveller or from another ethnic minority background
- Trans or have trans experience
- Disabled, neurodiverse or living with a long term health condition
- Current or former users of The Kite Trust services

All Trustees are expected to be an ambassador for the work of The Kite Trust, which means being a proud advocate of LGBTQ+ rights and equality.



Main Responsibilities of a Trustee

- Supporting the Chief Executive in the development of strategic plans for the organisation
- Ensuring that the organisation is delivering its strategic plans and objectives by reviewing performance against agreed targets
- Ensuring that the organisation has good financial management processes and meets its statutory requirements
- Protecting the interests and longevity of the organisation by making sure it is appropriately managing risks and meeting all of its regulatory requirements
- Advocating for the organisation with funders, partners and at Kite Trust events

Personal Qualities of a Trustee

- Integrity and discretion; respecting the confidentiality of information discussed at Board meetings
- An understanding of the legal responsibilities of a Trustee (training available if needed)
- A commitment to the values of The Kite Trust and an advocate for LGBTQ+ equality
- Good communication and an ability to contribute constructively to group discussions and debate
- Availability to give the required time commitment to support the organisation

Trusteeship in general

“As a former teacher and school leader, I know how important it is for LGBTQ+ young people to have access to support. I became aware of the fantastic work that the Kite Trust does when they provided the best training I’d ever attended for school leaders. When the opportunity arose to become involved as a Trustee, I jumped at the chance to get involved.....” Catherine Lee, Former Trustee

Because Trustees have legal responsibilities, there are some important eligibility requirements. Reasons for not being eligible to be a Trustee can be found here:

<https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Other useful links:

The Essential Trustee: What you Need to Know. The Charity Commission

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

<https://www.gettingonboard.org/be-a-trustee>

The commitment

The role of Trustee is a voluntary, unpaid position. However, all reasonable expenses (such as travel costs) will be covered by the organisation.

Board meetings are held 4 times a year, usually by video call on a Monday evening. Board meetings normally take 2 hours and you'll need to read the paperwork in advance of the meeting. You can expect to commit around 30 hours a year to participation in the Board meetings.

You can then choose whether you have more time to give and want to participate in any sub committees or specific work to support the staff team.

Over the next 18 months we will be undertaking additional activities as we renew our Strategic Plan for the organisation. We are particularly looking for trustees with fundraising and income generation experience to support us in developing a fundraising strategy alongside the new strategic plan.

Support and training

As part of your induction process, you'll get the opportunity to observe up to two Board meetings and speak with current Trustees about the role before you decide to commit. We'll provide you with background information about the organisation, the team, our plans and policies. We'll discuss whether you feel you need any training and support you if you haven't been a Trustee before.

All elected Trustees are expected to be DBS checked and we will arrange this for you.

An example of the kind of training available: <https://www.eventbrite.co.uk/e/essential-skills-for-trustees-an-event-over-two-evenings-tickets-126945259689>

If you participate in any specific working groups or projects, you'll be given access to relevant organisational information. We'll explain to you the process for claiming back reasonable expenses.

Application and appointment process

To apply for the role, please send us your CV and a letter of interest by 12 noon on Monday 17th June. Applications should be sent to pip@thekitetrust.org.uk

If you would like an informal chat with an existing trustee before applying, please contact pip@thekitetrust.org.uk and we will make arrangements for this.

If we would like to take your application forward, we'll invite you for a chat before the next board meeting to discuss the options available.

Trustees can be appointed in two ways. Firstly, at our AGM which will be held in December 2024. Secondly, you can be nominated by two other existing Trustees at any Board meeting.

If you choose to apply and attend the AGM for appointment as a Trustee, there will be a cooling off period. This means that you can attend two Board meetings before deciding for sure that the role is for you. Full induction will take place after this cooling off period.

Otherwise, you can observe two Board meetings and then if you are happy to proceed, you will be nominated and elected by the current Board. Any applications submitted after the deadline are also able to be considered and appointed in this second way, so don't worry if you miss the deadline.