

Improving the lives of children and young people



The Activity Den Chair Recruitment Pack

The Activity Den is seeking to appoint a new Chair of Trustees for a very successful children and young people's charity in Stanley, Co. Durham. After 17 years our founding chair, Sarah Grey will be retiring however she will remain a Trustee of the organisation and also continue to support the charity with fundraising and bid writing.

The successful chair will lead the Trustee Board which is responsible for the strategic direction of the organisation. They will have a passion for working with children and young people (though no direct experience necessary). You will be supported by our experienced and committed Board of Trustees and our Development Coordinator, who work together to fulfil our charitable objectives.

We value diversity and inclusion and welcome applications from candidates with diverse backgrounds and skills. We are also particularly keen to hear from individuals with experience in strategy and governance, finance, leadership and public/charities sector.

Key aspects of the Chairs role include:

- Strategic direction of the charity
- Managing our Development Coordinator (our lead member of staff)
- Governance
- Risk management
- Board engagement, development and support.
- Attending 5 Trustee Board and 5 Executive Committee meeting per annum

Chair Time Commitment

We expect that the minimum amount of time you will have to contribute each month will be between 10 – 14 hours dependent upon The Activity Den's activities and developments. We will also expect all Trustees to respond to emails for decisions as this is in line with our rules and our quoracy levels (the number of Trustees who must agree before a decision is legally binding).

We must emphasise that the role of Trustee is entirely voluntary and you will not be paid for this role. You are entitled to claim out of pocket expenses in line with our Volunteering Policy.

Trustee meetings will be held at a mutually convenient time for all trustees, for example evenings for those who work during the day.

General Trustee Information

As with all trusteeships of the Charities you will be jointly-responsible for ensuring the effective spend of The Activity Den funds and the successful running and management of The Den's activities. The responsibilities of Trustees are bound by certain legalities which aim to prevent mismanagement and misconduct of charities. Therefore, if you can answer yes to any of the items on the list below you are disqualified from being a trustee of The Activity Den.

- aged 15 and under;

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- convicted of an offence involving dishonesty or deception;
- declared bankrupt or have another arrangement with creditors;
- removed as a trustee from another charity by order of the Charity Commission for misconduct or mismanagement of a charity;
- barred from being a charity trustee under charity law
- is or may be suffering from mental disorder *and* has been admitted for treatment under the Mental Health Act 1983 or is the subject of a court order in matters concerning mental health (e.g. detention or appointment of someone to manage his/her affairs).

Responsibilities of all trustees

- Support and provide advice on The Activity Den's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee The Activity Den's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The Activity Den's financial statements.
- Provide support and challenge to The Activity Den's staff team in the exercise of their delegated authority and affair
- Keep abreast of changes in The Activity Den's operating environment.
- Contribute to regular reviews of The Activity Den's own governance.
- Attend Trustee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect The Activity Den's interests, to the exclusion of their own personal and/or any third part interests.
- Contribute to the broader promotion of The Activity Den's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as part of the committee.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Induction

A full induction will be provided which includes

- Full induction support and meetings with our retiring chair and other relevant trustees
- Meetings and conversations with the Development Coordinator
- The Activity Den material including policies and procedures and information about the project such as funding applications
- General charity Trustee documents, for example, The essential trustee: what you need to know, what you need to do (CC3, Charity Commission)

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- Relevant training (dependent upon role), for example, safeguarding, food safety, responsibilities

Other duties

- As a Trustee of a children and young people's charity you will be required to undertake an enhanced Disclosure and Barring Service (DBS) check (the cost of this will be covered by The Activity Den).
- You will also be required to undertake Safeguarding Training which is free.

Recruitment Process

For an informal discussion about the role with our current chair, Sarah Grey, please email sarahgrey@theactivityden.org.uk or telephone 07837 971210.

To apply for the position please complete the application form and send this with a covering letter by 20 November 2024 to Sarah Grey at the details above.