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**About us**

The Network of Kindness takes two connected, forms. The first is our ‘Learning Community’.

Through the Learning Community we support churches and charities to map the assets in their local area and conduct a survey of residents. We then go through a series of four assets-based Learning Community sessions that will support churches, charities and community groups in understanding what the data is telling them about their community, understand the impact they want to make there and to either launch new social action project or help an existing project take the next step.

The Learning Community leads into our Community of Practice made up of our Champions, Projects and Hubs who are involved in social action that is reflective of our values. Members of the COP are networked together either by geography or the area of social justice they work in. We regularly gather together to facilitate access to ongoing learning across the whole COP by hosting online learning lunches, signposting to resources, campaigning and an annual conference. We amplify the experiences and stories of COP and use them to influence policy change across LCR.

**Trustee Recruitment**

Together Liverpool became a Charitable Incorporated Organisation in 2013, The Board of Trustees is responsible for the overall governance and strategic direction of Together Liverpool, developing the charity’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. [Governing document, TOGETHER LIVERPOOL - 1151977, Register of Charities - The Charity Commission](https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5036485/governing-document)

We are looking to expand our expertise and diversify this Board of Trustees. There are two vacancies. These are voluntary positions. The expected overall time commitment for a trustee is on average 1 day per month.

Our Board currently meets up to 6 times a year for approx. 1.5 hours, with trustees required to do preparation prior to meetings. Our emerging sub-groups meet in between Board meetings, with trustees expected to play an active role in these groups.

**Timeframe and process**

Applications need to be sent to our Chair of Trustees Rev Canon Dr Ellen Loudon, Director of Social Justice & Canon Chancellor for the Diocese of Liverpool, by 19th September 2022.

Applications will then be reviewed by the Trustee Nominations Committee and Executive Director, who will invite potentially suitable applicants for a further conversation. A full induction will be provided to all new Trustees.

For an informal chat about the role please contact Ellen – email: ellen.loudon@liverpool.anglican.org or phone: 07718 806891

**Main trustee responsibilities**

* Ensuring Together Liverpool complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* Ensuring the effective and efficient administration of Together Liverpool and its resources, striving for best practice in good governance, acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
* Contributing actively to the board of trustees role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* Promoting and developing Together Liverpool in order for it to grow and maintain its relevance to society. This includes involvement in campaigning and fundraising activities
* Promoting and safeguarding the good name and values of the organisation
* Maintaining sound financial management of Together Liverpool’s resources and to ensure the proper investment of the charity’s funds ensuring expenditure is in line with the organisations objects and investment policies
* Interviewing, appointing and monitoring the work and activities of the senior paid staff.
* Acting as a counter-signatory on charity cheques and any applications for funds, as appropriate
* Maintaining absolute confidentiality about all sensitive, confidential information received in the course of trustee’s responsibilities to Together Liverpool.

**Other Duties**

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may include:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Other issues in which the trustee has special expertise

**Accountability**

As the Board is responsible and liable for the governance and functioning of the charity, it is accountable in varying degrees to a variety of stakeholders, including: Members, Funders, the Charity Commission and Companies House.

**Term of Office**

Trustees are appointed for a term of five years, with the potential to be reappointed for a second term.

**Person Specification**

**Essential Attributes**

* Passionate about social justice and connecting people, organisations and churches in order to develop their social action.
* Committed to the aims of Together Liverpool and the approach, development and delivery of the Network of Kindness
* Committed to working with people of all faiths and none
* Able and willing to devote the necessary time and effort to this role
* Committed to equality, diversity and inclusion
* Good, independent judgement, willingness to speak your mind, solution focused and resilient
* Able to think creatively, and strategically
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Able to work effectively as a member of a team

**Skills and experience**

Together Liverpool are particularly looking for applications from people with knowledge or expertise in the following areas:

* Fundraising
* Communications
* People of faith from outside the Church of England

We would also like to expand our spheres of influence, and the diversity of the Board. We are under-represented by minority groups. We would particularly welcome applications from anyone in those groups.

**Qualifying factors**

**Trustees must be:**

* Aged 18 or over
* Willing to sign a self-declaration of eligibility

**Trustees may not:**

* Be an undischarged bankrupt.
* Have been removed from trusteeship of a charity by a Court or the Charity Commission.
* Under a disqualification order under the Company Directors' Disqualification Act 1986.
* Convicted of an offence involving deception or dishonesty (unless the conviction is spent).
* Disqualified by the *Charities Act 1993* (section 72) from acting as a charity trustee.
* Have any financial interests in conflict with those of Feeding Liverpool (either in person or through family or business connections) except those which have been formally notified in a conflict of interest statement. Trustees should specifically notify any such interest at any meeting where trustees are required to make a decision which affects personal interests, and will be absent entirely from any decision on the matter and not vote on it.

**TOGETHER LIVERPOOL BOARD OF TRUSTEES APPLICATION FORM**

Thank you for considering joining the Together Liverpool Board. You should have had the opportunity to speak with the Chair and other trustees prior to submitting your application. If you have not had the opportunity, you will be invited to following receipt of your application. Please provide as much relevant information as possible in your application as this forms the basis of any appointment to the Board.

**PLEASE COMPLETE THIS FORM USING BLACK INK OR TYPE**

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| First name: |  | Surname:  |  |
| Home Address: |  Post Code |
| Telephone:*Please indicate preferred number* | Home |  | Work |  |
| Mobile |  |  |
| E-mail: |  |

**SKILLS AND EMPLOYMENT**

Our trustees come from a variety of backgrounds and we value the range of skills and life experiences that they bring.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please identify any key skills/ experience you may have. | Legal System |  | Education |  |
| Human Resources |  | Business Management |  |
| Financial / Accounting |  | Marketing / P.R. |  |
| Safeguarding |  | Social Work/Welfare |  |
| Women specific services  |  | Faith based  |  |
| Other: please detail |

**EMPLOYMENT HISTORY**

List recent jobs held with a brief summary of duties; including any voluntary/ unpaid activities, starting with your current or most recent.

If you are working for yourself, put ‘self-employed’ under Name/Organisation.

If you have relevant life experiences, including receiving services that helped your understanding of social action in the community, note them here:

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name/Organisation | Brief Description of Relevant Duties |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**ANY RELEVANT EDUCATION/ QUALIFICATIONS/TRAINING**

|  |  |  |
| --- | --- | --- |
| From | To | Name of Educational Establishment and Qualifications/ Grades Achieved/Training completed |
|  |  |  |

**YOUR INTEREST AND SUITABILITY FOR THE ROLE**

This is the most important part of your application. Let us know briefly why you are interested in being a trustee of Together Liverpool and how your skills, experience and knowledge relate to the Together Liverpool Trustee Role Description.

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**FAITH BASIS**

Although operating as an independent charity, Together Liverpool retains close ties to the Church of England Diocese of Liverpool and the Church Urban Fund. Our Christian faith inspires our desire to stand alongside others as they rise from challenging circumstances. As a trustee we would desire that you are in sympathy with the Christian faith. Please contact the Chair of Trustees if you would like to discuss this further ellen.loudon@liverpool.anglican.org

Please confirm if you have any links to the Diocese of Liverpool **YES / NO**

 **DECLARATIONS OF INTEREST**

With reference to the enclosed Together Liverpool Declarations of Interest policy, do you know of any current potential conflict of interest that may affect, or need to be managed as a result of, your appointment as an Together Liverpool trustee? **YES / NO**

If Yes, please note here \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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­**REFERENCES**

Please give the names and addresses of two referees, one of whom must be your current or most recent employer. Any offer made to you will dependent on the receipt of satisfactory references. We will contact your referees if we offer you the role and not before.

|  |  |
| --- | --- |
| Name | Name |
| In what capacity do you know them? | In what capacity do you know them? |
| AddressPost Code | Address Post Code |
| Home No:Mobile:Email:*Please indicate preferred means* *of contact.* | Home No:Mobile:Email:*Please indicate preferred means* *of contact.* |

**DECLARATION**

I confirm that the information I have given on this form is correct and complete. I understand that, in the event of being appointed, I will be required to complete a confidential declaration regarding any unspent criminal convictions and sign a declaration to confirm that there is no basis for which I would be disqualified to serve as a trustee – see Charity Commission for details <https://www.gov.uk/guidance/charity-trustee-disqualification>

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

#### **Please email your completed application form to:** **ellen.loudon@liverpool.anglican.org**

**Subject: Together Liverpool Board Member Completed Application form.**

If you would like to return this application as a hard copy please contact
Ellen on the above email address.

### *Applications are considered twice yearly at either the September or February Board Meeting with applications to a nominative diocesan trustee vacancy further ratified by the LDBF and nominative CUF trustee vacancy further ratified by CUF. Applicants will be informed of their appointment which is subject to the satisfactory receipt of references and the signed declarations as noted above.*

**EQUAL OPPORTUNITIES**

Together Liverpool aim to be an equal opportunities employer and to eliminate unfair discrimination against anyone in its selection process.

**TOGETHER LIVERPOOL EQUAL OPPORTUNITIES MONITORING FORM**

The information in this section will be treated in strictest confidence and has no reference to the short-listing process. The information contained herein is used for statistical purposes and to ensure that POPS does not discriminate against anyone seeking employment with the organisation.

**GENDER**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you registered disabled: YES NO

If YES, please give details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ETHNIC ORIGIN**:

Ethnic origin refers to members of an ethnic group who share the same cultural identity. This does not mean country of birth or nationality.

Please tick one box only

Bangladeshi Indian

Pakistani Chinese

Vietnamese Black British

West Indian/Caribbean Somali

African Asian African other

White British Black other

White other Please Specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form will be detached from your completed application form upon receipt**

**TOGETHER LIVERPOOL EQUAL OPPORTUNITIES POLICY**

 At Together Liverpool we are committed to promoting equality of opportunities for all staff, volunteers and visitors using the service.

 We believe that no individual should be excluded from using our services on the grounds of age, gender, race, nationality, family status, sexuality, disability, culture, religion or lifestyle. We aim to ensure that all those who wish to work in, or volunteer to help with our work have an equal chance to do so.

 **Employment Procedures**

We will translate our policy into practice by:

1. Appointing the best person for each job, treating fairly all people who apply and those appointed.
2. Ensuring no applicant is discriminated against on the grounds stated in the policy.
3. Ensuring that each member of staff appointed and volunteer recruited are committed to implementing the organisation’s equal opportunities policy which will form part of their job description/person specification.

**Users of our services and staff and trustees**

We will put our policy into practice by:

1. Respecting the individuality of staff, trustees and other beneficiaries of our services, valuing their culture, lifestyle and experiences through provision of equipment and materials that reflect their background and cultural identity, promote their gender in a positive way and encourage an appreciation of the rich diversity of our society.
2. Providing opportunities for beneficiaries of our services to participate actively in the development of *Together Liverpool*  and to influence policy and practice.
3. Supporting our beneficiaries of our services in finding a voice to express their feelings and concerns.

**Data protection statement**

The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of recruitment, personal administration (for new trustees) and monitoring. Unless you direct otherwise (for example if you would like the application kept on file for future roles) the application forms (and attachments) of unsuccessful applicants will be destroyed after 6 months. It is the charities policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of recruitment, and, in the case of successful applications, for the satisfactory administration of their role, and for no other purpose.

**Criminal Declaration Form**

# **Name of applicant** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)

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The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers , and cannot be taken into account.

I declare that the information given is correct.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_