



# Behind Every Kick Trustee Recruitment Pack January 2024

## **About Behind Every Kick**

At Behind Every Kick, we level the playing field for young people in London by delivering our inspirational development programme to school and community sports teams. Participants learn how to harness the skills they require to flourish on the pitch, court, or track - effective communication, coping with pressure, teamwork, building confidence and understanding motivation - to unlock opportunities in all areas of their lives. Having completed the programme, young people can join our network. There they have access to work experiences, career coaching, mentoring and lifelong support.

See our website [www.behindeverykick.org](http://www.behindeverykick.org) for more information about our work.

## **A message from our founder and Chair of Trustees, David Pollock**

Thank you for your interest in becoming a trustee at Behind Every Kick. I have been privileged in my time as Chair to see Behind Every Kick receive its charitable status in 2018 and then to oversee the development of its programme and its reach across schools and grassroots sports clubs. The charity needs to ensure that we can build on these solid foundations and position ourselves to be ever more relevant to the young people on our programme during a very challenging economic climate. We must do this in effective & relevant ways - remaining focused on being a sustainable, skilful charity that is well understood and proud of what we achieve.

None of our achievements or our future aspirations are possible without the appropriate blend of committed and skilled staff & volunteers working in partnership with Behind Every Kick's trustees.

As we begin a new year, we are determined to diversify and expand our team with talented individuals who are excited by Behind Every Kick's mission and who want to contribute their skills and energy to push us to achieve even more in the future.

Currently, we are particularly interested in hearing from candidates with a background and experience in the following areas:

- The power of sport for development
- Fundraising & Marketing
- Developing corporate and other business partnerships to strengthen the charity's network of opportunities for our young people,
- Developing sustainable growth and enhancing the impact of the charity's work.

We look forward to hearing from you.

## **Becoming a Trustee**

Trustees play an essential role in the governance of charities. It is vital that Behind Every Kick is overseen by a body of trustees with a combination of the skills, knowledge and experience required to fulfil our mission.

Trustees will share values and have a strong personal commitment to organisational aims and objectives. Behind Every Kick may also benefit from trustees who have knowledge or experience of the areas and communities that we exist to serve.

Trustees have independent control over, and legal responsibility for charity's management and administration. They fulfil a very important role in the sector.

Trusteeship can be very rewarding and appropriately demanding for many reasons - from a sense of making a difference to the charitable cause; to new experiences and relationships. It is also likely to be demanding of your time, skills, knowledge, and abilities. (Source: Charity Commission).

Our Trustees ensure Behind Every Kick has a clear strategy, and that its work and goals are in line with its vision.

Trustees are the ‘guardians of purpose’ of the charity, making sure that all decisions put the needs of the beneficiaries first. They safeguard the charity’s assets – both physical and intangible, such as its values and reputation. Their job is to make sure these are used well, and that the charity is run sustainably.

We are committed to attracting the highest calibre of trustee to this role. We are aware that talent comes in many guises, and it is central to this process that new voices and perspectives are brought into our governance. We are actively seeking applications from those whose life and career experience will enrich perspectives and increase the effectiveness of our work. We particularly encourage applications from those who can contribute lived experience which is relevant to our work and the young people we serve and/or relevant professional experience.

Alongside the requisite trustee skills, we equally hope to ensure diversity of experience. Please be aware that the charity is obliged to carry out due diligence to check eligibility before any appointment.

Further information about the role of a Trustee can be found in “The Essential Trustee: what you need to know, what you need to do”, published by the Charity Commission: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

## **Role Description**

### **Trustee Board Member Reporting to: The Chair of the Board of Trustees**

The Board of Trustees is responsible for agreeing the strategic aims, objectives, and direction of the charity, ensuring effective performance management processes are in place, protecting the charity’s assets and ensuring that the charity operates in compliance with its governing document, regulatory requirements, and good governance practice. The Board has oversight of the Executive responsible for operations, the Behind Every Kick Executive Team led by the Charity Lead Debra Fox.

## **Principal Accountabilities**

### **Statutory duties**

- Ensure that Behind Every Kick complies with its governing document, charity law, company law and any other relevant legislation or regulations.

- Ensure that Behind Every Kick pursues its objects as defined in its governing document.
- Ensure Behind Every Kick uses its resources exclusively in pursuance of its charitable objectives.
- Contribute actively to the Board's role in agreeing and ensuring strategic direction for the organisation, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets.
- Safeguard and promote the good name, reputation, work and values of Behind Every Kick internally and externally.
- Ensure the effective and efficient administration of the charity including having appropriate policies and procedures in place.
- Protect and manage the assets of the charity and ensure the proper investment of the charity's funds.
- Ensure that Behind Every Kick's values and ethos are upheld in the delivery of its objectives.
- Prepare for and participate fully in board meetings.
- Act reasonably in decision making and leadership of the organisation.
- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.
- Participate in working groups/sub-committees where appropriate and requested.

### **Time commitment**

Trustees are expected to attend Board meetings (currently five times per annum with dates agreed at the start of each calendar year) and to make every effort to attend any additional trustee meetings that may be required outside the formal board meeting cycle.

As the charity grows, trustees may be required to chair or become a member of a subcommittee/ working group, and are also expected to attend relevant Behind Every Kick events (e.g. graduation events of our young people).

Taking into account preparation time for meetings, the regular time commitment is not normally expected to exceed 1 or 2 days per month (excluding networking and events that individuals might normally attend as a supporter of Behind Every Kick.)

## **Person Specification**

### **Values and behaviours**

- Be committed to Behind Every Kick's vision and mission, including to leading and shaping its future with aspiration and ambition.
- Be committed to helping deliver our mission purpose most effectively for our stakeholders.
- Be committed to good governance and to contributing to Behind Every Kick's plans for continued improvement.
- Have commitment to and empathy for the challenges facing the young people we support.
- Be committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Experience**

- Experience of operating within a board of a charitable, public sector or commercial organisation – desired, not essential.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- A proven track record of sound judgement, strategic thinking and effective decision making. Proven experience of building relationships and sustaining effective partnerships.
- A history of impartiality, fairness and the ability to respect confidences.
- A track record of commitment to promoting equality, diversity and inclusion.
- Knowledge, skills and understanding commitment to the charity as well as having the ability and willingness to devote the necessary time and effort to contribute effectively.
- Good, independent judgement and strategic vision.

- Ability to analyse and understand complex issues and make systematic and rational judgments based on relevant information.
- Preparedness to consider the range of perspectives and explore alternative outcomes, respecting alternative views and the value of compromise in board discussions.
- Ability to work effectively as a member of a team.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship and of the respective roles of the Chair, Trustees and the executive team.
- Willingness to be available to the operational team for advice and enquiries on an ad hoc basis. Some understanding of legal, financial, audit and other regulatory requirements of a charity.
- Have a passion for social change and supporting young people in positive and sustaining ways.

## **Eligibility**

Company and charity law disqualify anyone who:

- Has an unspent conviction for an offence involving dishonesty or deception. Is an undischarged bankrupt or has a current composition or arrangement including an individual voluntary arrangement (IVA) with creditors is disqualified from being a company director.
- Has previously been removed as a Trustee by either the Charity Commission or the High Court due to misconduct or mismanagement.
- Is under 16 years of age.
- Has unspent convictions for a wider range of offences including terrorism and money laundering, being on the Sex Offenders Register or disobeying a direction of the Commission.

## **Remuneration**

The role of Trustee is not accompanied by any financial remuneration. However, reasonable travel expenses will be reimbursed in line with Behind Every Kick's expense policy.

## **Making an Application**

We want to make the process of applying for this role as straightforward as possible and therefore ask that your application consist of the following two documents:

1. A supporting statement which offers you an opportunity to explain your motivation for applying, as well as highlighting how your experience and achievements fit with the requirements of the role and particularly your background and experience in the area in which we are seeking expertise.

2. A Curriculum Vitae (Please include the names and details of two referees).

All application documentation should be e-mailed to [info@behindeverykick.org](mailto:info@behindeverykick.org) by **Friday 23 February 2024**.

Short listing and appointment meetings will be carried out by Behind Every Kick's Recruitment Panel.

Each prospective trustee will be asked similar questions to ensure a fair and objective approach. Subject to references, formal vetting, and approval by the full trustee board, you will be invited to join the Trustee Board.

Once appointed, an induction process will take place by way of introduction to fellow Board members and our executive team.

## **Queries**

If you have any queries about the role or the process or would like an informal conversation with Behind Every Kick's Charity Lead Debra Fox, please contact us via [info@behindeverykick.org](mailto:info@behindeverykick.org).

We sincerely thank you for your interest and look forward to hearing from you.