

Chair of Trustees

RECRUITMENT PACK



Welcome from the CEO

Dear Applicant,

I am delighted you are considering the role of Chair of Trustees at Kidscape.

This is an exciting opportunity to join our leading children's anti-bullying charity as we celebrate our 40th anniversary in 2025. Established in 1985, our work remains impactful and brand awareness is strong. We have a small but committed team and board who believe in the cause passionately, ensuring our work is of the highest standard as we continue to keep children safe from bullying and harm.



I am in my first year as CEO at Kidscape, amid a refresh of our current strategy. Our vision and mission remain the same but with new developments on the horizon to meet the changing landscape for our charity, and the increasing needs of young people affected by bullying in schools, communities and online. This brings real opportunity for the CEO and Chair partnership to lead the team and board to shape our work across England and Wales, providing national, regional and local provision. We will need to be innovative to survive the funding challenges the sector faces, even bold and brave at times but always safe in our practice and provision.

We are a learning culture where we are always open to improvement. We want to be representative of the children and families that we serve and that means representing diversity, being open to collaboration and willing to change. We are here to problem solve, and that starts inside the organisation. As a result, we welcome interest in the role from groups who may be under-represented on the board.

Paula Timms
Chief Executive Officer

After almost six years in the role, Ian Joseph is stepping down as Chair this summer. He has steered the charity through a tumultuous period which included Covid, and he leaves the charity in great shape with a strong board, a new CEO, and a clear vision. We are really grateful for his service over this time.

Richard Bowyer, Trustee, Chair of the Nomination Committee

About Kidscape

Our vision is for all children to grow up in supportive communities safe from bullying and harm.

Our mission

Our mission is to provide practical support, training, and advice to challenge bullying and protect young lives.

Our principles

- We believe that every child has the right to live life free from bullying and harm.
- We believe that adults have a responsibility to create safe and supportive communities.
- We value the role of parents and carers and work with them to keep children safe.
- We believe that by working together we can protect more young lives and actively encourage partnership work.

Our impact

- We reduce the impact of bullying and harm through programmes and services that:
 - Build communities of support.
 - Reduce isolation and loneliness.
 - Promote positive relationships.
 - Support resilience and wellbeing.
 - Help children recognise and respond to bullying behaviour.





Our Values

Our values are currently under development. At Kidscape, we like to do things like this:

With kindness

By this we mean compassion, passion, dedication, devotion, commitment, empathy and love.

With integrity

By this we mean authenticity, trust, justice, fairness and good relationships.

With insight

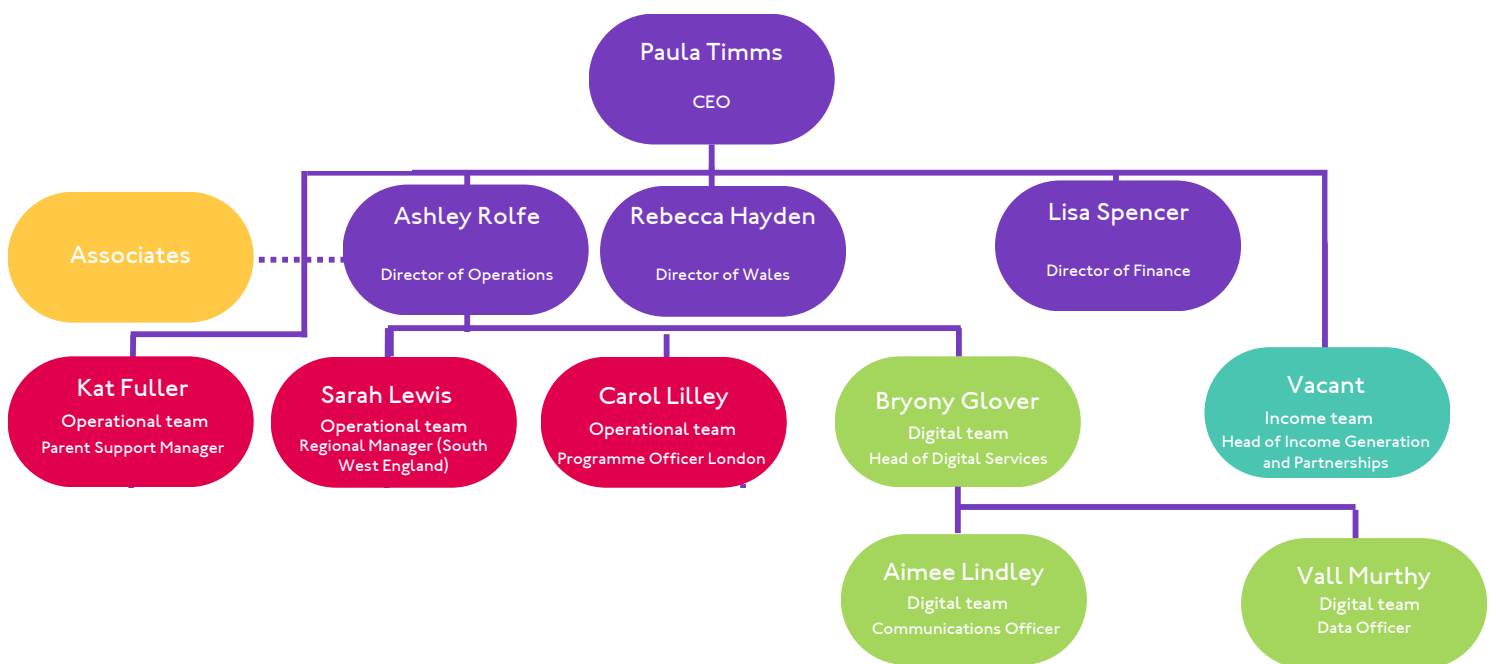
By this, we mean using lived experiences, young people's voices, knowledge and experience of the issues which makes us credible.

With impact

We meant making a positive difference, delivering quality, to achieve change. And being adaptable and having a strategic vision to help us make the best use of our resources and create the biggest impact we can.

Structure and Governance

Our team is structured as below:



The board of trustees

Kidscape has a deeply committed team of trustees. The trustees work closely with the CEO and the wider team, with subcommittees for charity's Finance, Governance, and Risk Subcommittee, Income Generation Subcommittee, and/or Monitoring & Evaluation Subcommittee.

You can find a list of our staff team and trustees on our [website](#).

Chair of Trustees Job Description

Summary

Remuneration	The role of Chair of Trustees is not remunerated. Expenses for travel are provided.
Location	Virtual and in-person board meetings
Commitment	Four board meetings per year (held in central London, during the working day) including one full away day. It is important that the Chair is available to the CEO by phone or email. Average time commitment is 1.5 days per month.

The Chair of Trustees is the most senior non-executive role at Kidscape and plays an essential role in ensuring the effective functioning of the charity. In addition to fulfilling the role of a trustee, the Chair will hold the Board and Executive Team to account for Kidscape’s mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance and advancement of the Charity’s purpose and values.

The Chair will also support the Chief Executive and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives.

For more information on trustees’ main legal responsibilities, please refer to Charity Commission’s guidance [‘The essential trustee \(CC3\)’](#).

Main Responsibilities of Chair of Trustees

Being a trustee of the charity and chairing meetings of Kidscape's board of trustees
As a trustee of the charity, the Chair fulfils all the duties, obligations and responsibilities of a trustee in line with Charity Commission guidance, the relevant Charities Acts and the Companies Act. In addition, the Chair:

- Leads trustees in providing effective governance over the charity
- Chairs and facilitates meetings of trustees, ensuring that the board functions well
- Provides leadership to trustees in their roles of agreeing the overall strategy of Kidscape, monitoring the impact of the charity and shaping and approving its policies
- Ensures (with the Treasurer and CEO) that the organisation's finances are prudently and systematically accounted for, audited and publicly available
- Develops (with the CEO) appropriate agendas for meetings and monitors that decisions taken at meetings are implemented
- Monitors and comments on the progress of the annual plan, budget and overall strategic plan
- Sits on appointment panels as required
- Acts as final stage adjudicator for disciplinary and grievance procedures if required

Supporting and supervising the CEO on behalf of trustees

The Chair plays an essential role in acting as a channel of communication between trustees and colleagues, especially the CEO. At Kidscape, the Chair:

- Liaises regularly with the CEO to overview Kidscape's affairs and provide support as appropriate
- Supports, monitors and reviews the work of the CEO, including conducting an annual appraisal

Leading the development of the board of trustees

The Chair works closely with the CEO and trustees to ensure we maintain the right overall board composition and that the board of trustees is supported in making an effective contribution to the charity. In particular, the Chair:

- Ensures that the board of trustees annually reviews its structure, role and relationship to colleagues and implements agreed changes as necessary
- Reviews the composition of the board of trustees periodically to ensure appropriate skills, experience and diversity
- Makes recommendations (in close consultation with the trustees) on the recruitment of new trustees
- Ensures, with the CEO, that all trustees receive appropriate induction, advice, training and information relating to their roles
- Defines and keeps under review selection and performance criteria for trustees

The opportunity to act as a member of the charity's Finance, Governance, and Risk Subcommittee, Income Generation Subcommittee, and/or Monitoring & Evaluation Subcommittee.

At Kidscape, we do not expect the Chair to be a member of all or any of the subcommittees and the Chair can decide what is appropriate.

External representation

This is not a significant part of the role of Chair at Kidscape. Nevertheless, from time it to time it is helpful that the Chair:

- Represents Kidscape at appropriate events, meetings or functions and acts as a spokesperson for Kidscape where appropriate
- Promotes the organisation to a wider audience of potential donors and beneficiaries

Person Specification

We encourage applications from individuals who have a strong empathy for our vision to ensure all children grow up in a world free from bullying and harm.

We then look for experience, skills and expertise that can contribute to ensuring Kidscape meets its charitable objects and achieves the most impact it can, with a willingness and ability to commit time and energy.

Experience

- Successful experience of operating as a trustee on a charity board and ideally prior Chair experience
- Experience of chairing meetings; recognising and leveraging the strengths of the collective, ensuring all voices are heard and guiding decision making
- Demonstrable experience of building and sustaining relationships with key stakeholders, and colleagues to achieve organisational objectives
- Successful track record of achievements in leadership roles

Knowledge, skills and understanding

- Commitment to the vision and mission of Kidscape and a willingness to devote the necessary time and effort
- Strong leadership skills, tact and diplomacy. Willingness to speak one's mind and listen to the views of others.
- Track record of working effectively as a team member
- Can be available to the CEO, staff and fellow trustees for advice and support
- Independent judgement, creativity and vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an understanding of the respective roles of the Chair, Trustees and CEO.

Commitment

Taking on the role of a trustee of any charity is a significant undertaking. We would ask that the Chair of Trustees commits to:

- 4 board meetings per year, held in London (meetings currently last approximately 2 hours, during working hours) including one day which is normally a full away day
- Preparing for these meetings in liaison with the CEO and fellow trustees
- Additional time for advisory tasks throughout the year to support the CEO and others
- A willingness to network and use appropriate contacts to support the efforts of the charity including fundraising activities
- The term of appointment is normally for three years with potential for re-appointment for a further two three year terms subject to approval by the board of trustees

Legal and organisational

We require all trustees – including the Chair – to be able to:

- Affirm that they are not disqualified by law from acting as a trustee
- Assent to our code of conduct
- Share our vision and values

How to Apply

If you are interested in this fantastic opportunity, please email recruitment@kidscape.org.uk with the following:

- An up to date CV with details of two referees
- A supporting statement of not more than two pages which outlines your motivations for applying and how you meet the criteria for the role

For an informal discussion, please contact Ian Joseph, Chair of Trustees, on ian.joseph@russam.co.uk

Closing date for applications:

31st May 2024

Interview date: w/c 10th June





KIDSCAPE

Help With Bullying