

## **Recruitment Pack: Volunteer Trustee**

Alternatives is looking for a new trustee to join our board. This pack includes information about who we are looking for, what the role entails, and how to apply.

### **Role title – TRUSTEE**

**Responsible to –** Chair of Trustees

### **Who we are looking for:**

- Someone who shared our heart for supporting Newham’s vulnerable women and families and is aligned with the foundational values of social justice, inclusion and equality.
- Someone who can contribute professional skills and experience from an area relevant to our work - such as Finance, Education, HR, Immigration, Fundraising, Child Development, Health and Wellbeing, Business or Law
- A level of fluency in written and spoken English to engage with meetings and documents.
- Prior experience of charity governance is not necessary for this role and training will be provided.

### **Role Summary:**

- Work alongside Chair and other board members to oversee the overall governance and strategic direction of Alternatives Trust East London.
- Work alongside other board members to ensure that Alternatives acts in accordance with its governing document, charity law, and other relevant legislation/applicable regulations.
- Act to support the staff and volunteers, to ensure Alternatives adheres to its core values of co-production, compassion, and trauma-informed work.
- Commit to practice collaborative, informed, carefully considered, strategic decision-making.
- Embody our commitment to active anti-racist, trauma-informed, relationship-based working with women and children experiencing multiple disadvantages.

### **Main responsibilities of the trustee:**

- Assist the senior staff team (CEOs, Fundraiser and Finance Manager) in strategic plans and regular review of the long-term strategic aims of the organisation.
- Interrogate organisational policies, goals, targets and help to evaluate performance against these.
- Agree to mentoring, training, and coaching as appropriate to improve your ability to govern and enhance your overall contribution to the board.

### **In addition:**

- Take steps to keep up with the workings and achievements of Alternatives beyond information shared at board meetings through attending events where

able, visiting the project, and following project news on social media, on the website, or through newsletters.

**Time commitment:**

- Average 4 hours per month, although this will vary depending on the schedule of meetings and other events.

**Frequency of meetings:**

- 1-2 full board meetings per year (held in person where possible, in St Edmund's Church, Forest Gate E7 8NP).
- 4-5 subcommittee meetings per year (These meetings are held online via zoom)
- Optional celebratory events – often held at the start of Summer Holidays and Mid December.
- Project visits and other meetings relating to your specific contribution within the board, by arrangement.

**Length of term** – Initial term 3 years, with potential to extend on review.

**Remuneration** – The role is voluntary however the cost of attending meetings and other duties associated with the role will be reimbursed.

**Application information:**

You are welcome to submit a written application (no more than one page) via email to [alternatives@altel.org.uk](mailto:alternatives@altel.org.uk) with the subject line TRUSTEE RECRUITMENT.

Please include:

1. The experience that will make you a good fit for our board,
2. Your understanding of what the role entails and what you think you will bring to the role.
3. Contact details to reach you on, including phone number and email address.

Please submit your application **by midday on 13<sup>th</sup> March 2024**. Informal interviews around suitability will take place with the Chair of Trustees, Becky Watherston, via Zoom in the days following and appointments will be made shortly after. The first Trustees meeting is due to take place Thursday 21<sup>st</sup> March 5:30pm-7pm via Zoom.