



# Trustee Recruitment Pack



November 2023

# 01

## Letter from the Chair

Dear Applicant,

Thank you for your interest in applying for the voluntary role of Bexley Snap Trustee. To be a Trustee is an exciting and fulfilling role, with the most effective Boards benefiting from members with a diverse range of backgrounds, experiences and skill sets. Our Trustees ensure that Bexley Snap fulfils its duty to our beneficiaries through delivery of our vision, mission and values.

Bexley Snap has a vision to enable disabled children, young people, and their families to lead full and fulfilling lives. Together with fellow Trustees, you will be responsible for the overall governance and strategic direction of our small charity. We are specifically seeking individuals with:

- Experience of **financial** or **accounting leadership** (Treasurer position)
- Experience of **fundraising** and/or writing **grant applications**
- Relevant **lived experience** (either as a young person or family member/carer)

You should ideally have an interest in opportunities for disabled young people and a passion for broadening engagement in our local area. We want our Board to reflect the diversity of our families and the many different communities which live and work in Bexley.

We need you to commit to a minimum of 8 hours a month in this role. The Board attends a bi-monthly evening meeting lasting between 2 – 3 hours, with one longer strategy half-day per year. More hours may be required for other tasks at certain times, such as specific fundraising initiatives. Trustees are expected to participate in at least one sub-group to aid the implementation of our strategic plan. As for all our Trustees, these are voluntary roles.

The following recruitment pack includes detailed information about Snap as well as the Trustee role profile and person specification. You can further explore our work on our website: [www.bexleysnap.org.uk](http://www.bexleysnap.org.uk).

Interviews will be rolling, and can be held on Zoom or in person (we are based in the Borough of Bexley). To apply, please email your CV and covering letter explaining what you could bring to the role to [chair@bexleysnap.org.uk](mailto:chair@bexleysnap.org.uk).

Yours sincerely,  
**Ernie Bardrick**  
Chair, Bexley Snap

# About Bexley Snap 02



**Bexley Snap's vision is to be an organisation where disabled children, young people, and their families are enabled to lead full and fulfilling lives.**

We offer disabled children and young people aged between 1 to 25 years old an exciting and varied programme of clubs to provide parents and carers support, guidance, and regular breaks from their caring responsibilities. We are passionate for our members to have the opportunity to improve their development and learning through structured and free play, socialising with peers and our experienced team in a nurturing, understanding and fun environment. We also help parents and carers meet others in a similar situation and to feel that they are not alone.

**“BOTH OF OUR CHILDREN LOVE COMING TO SNAP, HONESTLY COULDN'T SEE MY CHILDREN'S BEHAVIOUR, CONFIDENCE AND ACHIEVEMENTS BEING MET WITHOUT ALL OF YOUR SUPPORT.” - PARENT TESTIMONIAL**

Our aims are to:

- Maintain and develop the range and quality of existing services for our families.
- Ensure that Snap continues to be parent and child led.
- Ensure Snap continues to be needs-focused based on national and local priorities.
- Ensure that Snap continues to be experienced by families as responsive and approachable.

Snap currently runs ten clubs, including age targeted groups, our holiday schemes, and specialist groups such as our baby ballet and drama club. While our clubs are currently filled, we have an extensive waiting list, and are looking for new ways to expand activities and grow our reach within the community.



# 03 Our Governance

The charity has up to twelve trustees forming a governing Board who are responsible for directing its affairs. The overriding duty of all charity trustees is to advance the purposes of their charity as well as several basic statutory responsibilities as follows:

- To ensure your charity complies with its governing document and the law.
- To ensure your charity is carrying out its purposes for the public/member benefit.
- Act in your charity's best interests.
- Manage your charity's resources responsibly.
- Act with reasonable care and skill.
- Ensure your charity is accountable.

As well as the various statutory duties, all Trustees should make full use of any specific skills, knowledge, or experience to help the Board make good decisions.

There have been significant changes to the regulatory environment for Charities in recent years and the Charity Commission has strengthened its approach to ensuring that Boards of Trustees have sufficient breadth and depth to meet regulatory criteria.

In addition, we would expect all candidates to have a commitment to, and understanding of, the importance of support and leisure activities for disabled children and young people and their families. Trustees are expected to make a positive and enthusiastic contribution to the work of the charity.

## Commitment and numeration

Bexley Snap is looking to appoint three trustees. One appointment will be for a Treasurer, with two further trustees to be appointed based on their specialist experience. These appointments would initially be for a term of up to four years, with the possibility of being extended.

The trustees meet to consider and agree grant applications, to monitor the use of grants and to agree the financial statements, amongst other business. Meetings are held at least six times a year (January, March, May, July, September, and November) normally for an afternoon/evening at our office in the Borough of Bexley. Meetings may last between 2 and 4 hours. The trustees are expected to participate in at least one sub-group to aid in the implementation of the charity's strategic plan.

Trustees should ensure they can commit to attending all meetings where possible.

The time commitment is approximately one day per month.

This is a voluntary unpaid position, however reasonable out of pocket expenses are paid.

# Trustee Role Descriptions 04

The Trustees are jointly responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives, and goals in accordance with the governing document, legal and regulatory guidelines. Trustees are individually responsible for complying with the codes of conduct expected of Trustees and for acting in the best interests of the organisation.

All Trustees should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any aspect of the governance of the charity. Individuals are sought who have a strong empathy with our mission to provide positive opportunities for disabled children, young people, and their families.

## Main responsibilities

To assume and execute the responsibilities of a company director according to UK law and the ethical standards of the Charity Commission. Working with fellow Trustees to:

- ensure that Snap functions within the Charity Commission's legal and regulatory framework of the sector and in line with the governing document.
- uphold the fiduciary duty invested in the position.
- take appropriate professional advice in all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties. This course of action will ensure the obligation to exercise their duty of care.
- determine the overall direction and development of Snap, in line with its objectives.
- ensure Snap funds are prudently invested.
- avoid any personal conflict of interest.

## Main duties

The trustees' main duties are to:

- ensure the charity complies with legislative and regulatory requirements and acts within the confines of its governing document.
- act in the best interest of the charity, beneficiaries, and future beneficiaries at all times.
- maintain sound financial management of the charity's resources, ensuring that expenditure is in line with Snap's purpose, and meets accepted standards and policies.
- review and amend the reserves policy, and other policy documents and guidelines.
- ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- assist in the implementation of the strategic plan.
- maintain absolute confidentiality about all sensitive/confidential information received during trustee's responsibilities to the charity.



## Accountability

The trustees are responsible and liable for the governance and functioning of the charity and are therefore accountable in varying degrees to a variety of stakeholders, including:

- beneficiaries.
- the Charity Commission.
- Companies House (as company directors).

## Skills and experience

We are looking for three broad areas of experience for the Board:

### Treasurer

Our treasurer will help us to:

- streamline and maintain appropriate financial processes.
- assist preparation of budgets and financial reports, and to present them to the Board.
- ensure that our financial records and resources meet our needs, both now and in the future.
- manage and monitor income and expenditure.
- understand Snap and charity finances, and ensure resources are properly used.
- make sure that Snap meets its duties under relevant laws and regulations.

We are looking for someone who:

- has experience of accounting or finance (ideally but not necessarily in a charity).
- is prepared to learn about charity finance if they have little or no previous experience.
- can collect and present information clearly and logically.
- is confident using IT systems and Excel.

### Other roles

We are also interested in hearing from potential trustees with:

- experience in fundraising, grant writing and/or related campaigning for charities.
- lived experience of disability and/or lived experience of being a parent, carer or family member of a child or young person with a disability.

### Personal attributes

All candidates should express:

- willingness to devote the necessary time and effort.
- good, independent judgement.
- honesty and integrity.
- willingness to contribute at meetings in an open and sensitive manner.
- willingness to contribute to the implementation of the strategic plan in an active manner.
- willingness to act as a member of a team.
- understanding and acceptance of the legal duties and responsibilities of trusteeship.
- ability to work alongside the children, young people, and families who use our services.

# How to apply 05

Recruitment will take place on a rolling basis.

To apply, please send your CV or an informal summary of your experience, and a covering letter telling us why this role at Bexley Snap attracts you, to [chair@bexleysnap.org.uk](mailto:chair@bexleysnap.org.uk).

Interviews for suitable candidates will take place as applications are received, with appointments made until vacancies are filled. Interviews can be held on Zoom or in person (we are based in the Borough of Bexley).

For further information please email Ernie at [chair@bexleysnap.org.uk](mailto:chair@bexleysnap.org.uk).

