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**Trustee**

**RECURITMENT PACK**

**Closing date for applications 30 November 2024**

**October 2024**

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# INTRODUCTION

For over twenty years, Birmingham LGBT has played a leading role in developing opportunities for LGBT individuals across the Greater Birmingham area and over the last five years, has seen a process of rapid growth and expansion.

These are exciting times for one of the leading LGBT charities in the UK as we prepare to move to a new centre and continue to deliver against our core objectives ensuring that Birmingham and the West Midlands is one of the best places in the country for Lesbian, Gay, Bisexual and Trans people to live, work and socialise in.

We are seeking individuals with passion and drive who will fulfil the role of a trustee as outlined by the Charity Commission and play an important role as stewards of this great organisation and provide oversight and input into developing its strategic priorities, delivering its commitments and supporting the leadership team.

We welcome applicants from all backgrounds, lived experiences and sector skills who can make an active and positive contribution to the work of the Charity. We recognise the importance and advantages of diverse workplaces and communities, and we acknowledge under-representation on our board of Black, Asian and global majority people; people who are Romany or Irish Traveller, and people with lived experience of migration, those under the age of 25, people from the trans and non-binary community and disabled people. We particularly welcome applicants from those backgrounds, identities and lived experiences. Additionally, we are seeking to enhance board skills around legal, HR and financial support.

**Steve Ball**

**Chair**

**The Board of Trustees**

**Birmingham LGBT**

# ABOUT BIRMINGHAM LGBT

Birmingham LGBT was established in 2002. Originally called Birmingham Pride Community Trust and then Birmingham LGBT, it was established as a grassroots breakaway group from the Pride festival by individuals who felt that a Pride event once a year did not meet the community’s diverse needs.

From our outset, Birmingham LGBT aimed to raise awareness of issues that affect Birmingham’s LGBT citizens through consultation, community engagement, advocacy, strategic engagement and lobbying.

Over nearly two decades, the organisation has grown in size and scale and delivers a range of projects and activities which positively impact the LGBT community across the Greater Birmingham area.

In 2013, we opened the Birmingham LGBT Centre which acts as both the organisation’s headquarters but is also a focal point for a number of services, events and initiatives developed and delivered by ourselves and the wider community.

In 2018, we competed with 350 other organisations around the UK to be named one of the eight winners of the 2018 GSK Impact Awards which recognised our work to improve health and wellbeing; and were recipients of the Midlands Leadership Award for Best Leadership Programme.

Throughout 2020/21 we turned our services digital and continued to work with and for the communities online through the global Covid-19 pandemic.

In 2022-3 we grew both our IDVA and Counselling services offering Domestic abuse services across the Wesst midlands.

In 2025 we are due to move to a new purpose built LGBT centre on Hurst Street.

Birmingham LGBT is a registered charity (1141568), and Company Limited by Guarantee (07203554).

For more information about our organisation you can visit [blgbt.org](https://blgbt.org/)

# VISION & OBJECTIVES

Our vision is

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| To create a vibrant, diverse lesbian, gay, bisexual and trans community in Birmingham, UK in which individuals can realise their full potential and have equal access to what the city has to offer. |

Our objectives are to:

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| * raise awareness of the needs of lesbian, gay, bisexual and trans (LGBT) people in Birmingham and beyond * advocate for their needs to the wider community * promote opportunities to LGBT people in Birmingham and beyond * enable them to fully participate in the lives of their community * act as the voice of the LGBT third sector in Birmingham, based on a knowledge and evidence of real need * create a positive and visible LGBT community * create a highly skilled LGBT voluntary sector that has opportunities for volunteering and service development * raise awareness of the needs of the LGBT community in the city and develop appropriate services where needs exist * challenge negative stereotypes about LGBT people and combat homophobia, biphobia and transphobia |

# OUR VALUES

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| **Passion**  We are passionate about creating and developing a thriving and vibrant LGBT community.  We are grassroots, user-led organization located within and accountable to, Birmingham’s diverse Lesbian, Gay, Bisexual and Trans communities.  **Respect**  We create and maintain an environment in which everyone is treated fairly with consideration, dignity and respect.  **Equality and Diversity**  We are committed to embracing and valuing diversity within our organization and our communities, promoting equality of opportunity and human rights for all Lesbian, Gay, Bisexual and Trans people.  **Empowerment**  We motivate and inspire our communities by enabling all members to grow and achieve their full potential. |

# OUR WORK & PROJECTS

Throughout our almost 20 years of history, Birmingham LGBT has delivered and championed a variety of projects and services.

Our current projects include:

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| **Sexual Health**  In 2015 Birmingham LGBT secured a contract to deliver sexual health promotion services in Birmingham and Solihull in partnership with University Hospitals Birmingham. This includes peer mentoring support, outreach sexual health support and advice, point of care testing and clinics. |

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| **Counselling service**  Birmingham LGBT has a counselling service that overs LGBT affirmative client centred therapeutic counselling to members of the LGBT + community . |

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| **Domestic Violence Services**  Birmingham LGBT have an IDVA service offering advocacy support and safety planning and risk management to LGBT victims of Domestic violence. |

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| **Trans inclusion programme**  A new project offering wellbeing support and counselling to the trans community and training and policy support to mainstream organisations. |

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| **Arts and Cultural Programme**  Birmingham LGBT has a history of running high profile cultural events including the SHOUT Festival of Queer Arts and Culture. |

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| **Volunteering and Peer Mentoring Programme**  Birmingham LGBT has an active volunteering programme and trains volunteers twice a year. Volunteers are engaged in reception cover, administrative support, supporting events, peer mentoring and outreach. |

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| **Older peoples service**  We deliver a range of services to people aged 50 and over, including activities and events and one to one wellbeing support |

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| **Trans Youth Group**  Birmingham LGBT runs a youth group for transgender young people between the ages of 13 and 19 across the West Midlands. |

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| **Substance support service**  Birmingham LGBT are a delivery partner on the substance misuse contract providing support to LGBT people around their drug and or alcohol use. |

# DELIVERING OUR WORK

Birmingham LGBT has an active fundraising strategy which has seen it continue to diversify its income streams, it has an annual turnover in the region of £850,000 secured from a variety of sources including grants, contracts, self-generated income, individual giving and corporate support.

# STRUCTURE

Birmingham LGBT is led and delivered on a day to day basis by its Director, Steph Keeble, who is supported by a team of 25 full and part time staff working across our different services and priorities.

The Board of Trustees is led by its Chair and provides strategic support to the Director and provides oversight and due diligence to ensure that the organisation remains sustainable and delivers its commitments.

Individual trustees currently have the opportunity to fulfil a number of Board roles or join committees which mirror the organisation’s work

# RESPONSIBILITIES OF THE BOARD OF TRUSTEES

All Trustees are ultimately accountable for the organisation and their governance responsibilities include:

* Setting and maintaining vision, mission and values
* Developing strategy together with the chief executive officer
* Ensuring suitable policies and documents exist
* Ensuring compliance with the governing document and charitable objects
* Ensuring compliance with the law
* Maintaining proper financial oversight
* Maintaining effective board performance including board appraisals.
* Promoting the organisation and protecting its reputation
* Recruiting and supporting the Director

Further, through their duties Trustees should:

* Ensure that the Charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Be responsible, with the other Trustees, for the performance of the Charity and

for its 'corporate' behaviour;

* Ensure that the Charity complies with all legal and regulatory requirements;
* Be guardians of all the charities assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensure that the Charity’s governance is of the highest possible standard.

# ESSENTIAL COMPETENCIES FOR ALL TRUSTEES

In order to perform the duties required as a Trustee, individuals should be able to demonstrate:

* Experience and motivation to support the needs of the wider LGBT community
* A strong commitment to the vision, mission, values, and aims of Birmingham LGBT
* An understanding and acceptance of the legal duties, responsibilities and liabilities of voluntary sector organisations and of Trustees
* An ability to work effectively as a member of a team
* A willingness to speak their mind
* Core skills around setting targets, monitoring performance and strategic thinking
* A willingness to devote the necessary time and effort to their duties as a Trustee,
* including a commitment and ability to attend Board meetings
* The skills to analyse proposals and examine their financial consequences

Additional competencies might be applied to specific Board roles in order for the post holder to effectively deliver that role’s requirements.

# COMMITMENTS EXPECTED OF THE BOARD

While the Trustees are not the day-to-day executive team for Birmingham LGBT, similar professional skills and experience are required, such as Finance, Marketing and communications , Human Resource, legal, Funding, and networking in the voluntary, public or private sectors.

Board meetings take place quarterly on a week day evening and typically last no more than two hours. Trustees should also be prepared to attend the AGM (usually late November) and be available for a minimum of one strategy / organisation development day each year alongside any additional requirements in line with any specific role / sub-group activities.

Trustees should also make a commitment to attend Birmingham LGBT events and activities throughout the year.

On average, a Trustee should be prepared to commit around two hours per month in order to carry out their duties effectively..

# TRUSTEE RECRUITMENT

Recruitment to the board of Trustees is based on skills required to carry out this governance role and further supported by an individual’s experience in being able to deliver this. All Trustee appointments are ratified at the AGM.

# ROLE DESCRIPTION - TRUSTEE

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| **Renumeration:** | The role of the Trustee is not accompanied by any financial renumeration although expenses for travel may be claimed |
| **Location:** | Aspects of this role can be carried out virtually and remotely but frequent visits and meetings to Birmingham city centre and other locations for strategic meetings should be expected. |
| **Time Commitment:** | Four board meetings per year |
| **Reporting to:** | Chair of Board of Trustees |
| **Direct Reports:** | None |

**OBJECTIVES:**

Trustees are responsible for setting the Charity’s mission and vision, its effective governance and that it delivers against its legal, regulatory and financial obligations.

The postholder will additionally act as an ambassador for the sector and the Charity in partnership with the Chair of Trustees and the Director to promote the work of the organisation and advocate for positive interventions on the LGBT community across Greater Birmingham.

**STATUTORY RESPONSIBILITIES:**

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document
* To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
* To contribute 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
* To safeguard the good name and values of the organisation
* To ensure the effective and efficient administration of the organisation
* To ensure the financial stability of the organisation
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds
* To appoint the chief executive officer and monitor her/his/their performance

**OTHER RESPONSIBILITIES:**

* Attending Board and other Birmingham LGBT meetings as appropriate
* Participating in one or more Board subgroups as required
* Scrutinising board papers and other communications
* Leading discussions and providing guidance on new initiatives, particularly in areas where the Trustee has specific skills, knowledge, or expertise
* Abiding by Birmingham LGBT’s policies and procedures including the Safeguarding, Diversity and Equal Opportunities and Information Governance Policies, ensuring these are effectively implemented
* Acting as a signatory on behalf of Birmingham LGBT, when mandated by the Board to do so
* Participate in activities to promote Birmingham LGBT to our beneficiaries, funders and the wider public
* Participate in any relevant training relevant to the role

**Additional information**

From time to time, Trustees may be invited to Chair subgroups or task/finish groups

The above list is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Terms**

Trustees would be expected to serve a minimum of a three-year term with the opportunity to extend.

**Accountability**

Trustees are accountable to the Chair of the Board of Trustees for the duration of their term or until a period where the postholder resigns or other circumstances as determined by the Board of Trustees.

**PERSON SPECIFICATION**

Trustees are required to possess the following:

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| **PERSONAL QUALITIES** | | |
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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
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| Demonstrate a strong and visible passion and commitment to Birmingham LGBT; its strategic objectives and cause | **🗸** |  |
| Evidence of strong inter-personal and relationship building abilities | **🗸** |  |
| Ability to be both comfortable in and carry out a role as a visible role model and sector lead | **🗸** |  |
| Demonstrate tact and diplomacy, with the ability to listen and engage effectively | **🗸** |  |
| Ability to commit time to conduct the role well, including travel and attending events out of office hours | **🗸** |  |
| Good, independent judgement, political impartiality and the ability to think creatively in the context of the Charity and external environment | **🗸** |  |
| A collaborative and engaging style to provide leadership and delivery from senior managers and volunteers | **🗸** |  |
| Good communication and interpersonal skills and the ability to respect the confidences of colleagues | **🗸** |  |
| Strong diplomacy skills with the ability to demonstrate a tactful approach to colleagues and situations, receive and give constructive feedback | **🗸** |  |
| Understanding, acceptance and willingness to be an exemplar of Nolan’s seven principles of public life | **🗸** |  |
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| Commitment to the Charity’s aims and objectives | **🗸** |  |
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| **EXPERIENCE** | | |
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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
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| A strong and evidenced background in operating within a range of key strategic areas which benefit the Charity |  | **🗸** |
| Substantial experience in acting as a visible role model |  | **🗸** |
| Evidence of networking capabilities which would enable opportunities for furthering the work of Birmingham LGBT |  | **🗸** |
| Experience of contributing to the governance processes of an organisation |  | **🗸** |
| Experience of Chairing subgroups or task/finish groups |  | **🗸** |
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| **KNOWLEDGE AND SKILLS** | | |
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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
|  |  |  |
| Understanding of the voluntary sector and current issues affecting it | **🗸** |  |
| Ability to differentiate between strategic and operational requirements between the Trustee Board and the management team | **🗸** |  |
| Understanding of the financial issues and regulatory frameworks faced by charities |  | **🗸** |
| Awareness of the challenges and opportunities the voluntary sector faces and how this cascades into the priority areas for each of the Charity’s workstreams / projects  knowledge and understanding of diversity and inclusion | **🗸**  **✓** |  |

We will assess suitability against the above Role Description and Person Specification through an applicant’s CV and accompanying statement.

# APPOINTMENT PROCESS

We welcome applications from individuals who are interested in joining the Board of Trustees.

To apply for the position, please send a copy of your CV along with an accompanying statement outlining your skills and experience, and how these will benefit Birmingham LGBT.

We will not close applications until we have received a sufficient level of interest but encourage anybody interested in the role to apply by **30 November 2024.**

The successful applicants will be subject to references.

# HOW TO APPLY

Interested applicants should send their CV and a supporting statement outlining why they are interested in the role to [Recruitment@blgbt.org](mailto:Recruitment@blgbt.org) **by 30 November 2024**

If you would if you'd like an informal chat with the Chair of the board or the Director please contact us [Recruitment@blgbt.org](mailto:Recruitment@blgbt.org)