

GIRLS ROCK LONDON BOARD OF TRUSTEES APPLICATION PACK

Thank you for your interest in the voluntary role of a Trustee at [Girls Rock London](#).

We hope our recruitment pack will provide you with all the information needed before you apply. Grace grace.veenman@icloud.com and Maria maria.turley@me.com (current Trustees) will be happy to answer any questions about the role via email w/c 8th April and w/c 15th April.

Prior Trustee experience is not required. If this is your first time applying for a Trustee role, [Reach Volunteering](#), [Getting On Board](#) and [NVCO's Code of Good Governance](#), provide a good overview of general Trustee responsibilities.

If after reading this pack you would like to apply to become a Trustee of Girls Rock London, please:

1. Share your CV
2. Complete [this application form](#) (applications can be shared via writing on the application form, or via video or audio and emailed to girlsrocklondon@gmail.com)
3. Share contact details of two referees including your current employer, or most recent employer if you are not currently employed (who will not be contacted unless you are appointed) to girlsrocklondon@gmail.com

Deadlines for application: **9:00 AM Monday 22nd April 2024**

Dates for interviews (questions will be shared in advance): **evening of Thursday 2 May and daytime on Friday 3 May**. The outcome of interviews will be shared **w/c 6th May**. Any unsuccessful candidates will have the opportunity to receive feedback.

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- Trustee
- Chair
- Lead Finance Trustee
- Designated Safeguarding Trustee

OVERVIEW

We are looking for experienced and enthusiastic people to join us as a number of our Board members come to the end of their final term. This is an exciting and critical time of growth and organisational development for Girls Rock London (GRL). During a time of significant change in the team, programmes and organisational structure, we're at the start of a new chapter in the organisation's life.

The Board of Trustees has overall responsibility for GRL's governance, which involves:

1. Ensuring GRL remains legally and financially compliant.
2. Ensuring the work of GRL is consistently meeting the aims of the organisation.

Trustees attend four full board meetings a year, plus sub-committee meetings, as well as other fundraising and camp events, giving advice and support to the GRL leadership and management team as needed. As GRL is a small charity, Trustees occasionally provide operational support to the organisation.

New Trustees receive an induction process, which includes:

- NCVO Online Trustee Training course
- Trustee Safeguarding Training
- The opportunity to shadow a Board meeting before formal commitment
- A Trustee buddy - a designated existing trustee who supports you during induction

Overview of available roles

Chair We are looking to recruit a new Chair of Trustees to lead the Board over the next three years, ensuring the board functions properly, the organisation is managed effectively, and to provide leadership support to staff.

Lead Financial Trustee We are looking to recruit a Trustee with expertise in financial management who will work with the Director to ensure the monitor the organisation's finances and to make sure that money and property are properly managed.

Designated Safeguarding Trustee We are looking to recruit a Trustee with expertise in safeguarding. Though safeguarding is the responsibility of all trustees, the Designated Safeguarding Trustee will take the lead on safeguarding, supporting the charity's Designated Safeguarding Lead (DSL), CEO and Chair of Trustees.

Trustees We are open to applications from individuals from all backgrounds, but we are particularly interested in the following areas of expertise:

- **Health and Safety**
- **HR and Staff Support**
- **Fundraising and Income Generation**
- **Marketing and Communications**
- **Gender Equality and anti-discrimination practice**

- **Participatory and community music making**

GRL needs a Board to directly tackle social injustices and to reflect the communities in which we live and work, and are taking positive action to address this.

We particularly welcome applications from people of the global majority*, disabled** and trans candidates, are a resident of the London Borough of Hackney, as they are currently under-represented, in our workforce.

*This includes, but is not limited to people of Black Caribbean, Black African, South Asian, East Asian, South East Asian, Middle Eastern, Arab, Latinx, Native American and First Nations heritage as well as people indigenous to the global south

** This includes but is not limited to those who define as disabled people, as people with long term health conditions, as d/Deaf or as neurodivergent

All Trustees are subject to regulatory checks including:

- An enhanced DBS check
- Fit and proper person's check
- Two professional reference checks
- You will be asked to sign the [Charity Commission's trustee eligibility](#)

ABOUT GIRLS ROCK LONDON

Established in 2016, Girls Rock London (GRL) is an award-winning charity working primarily in East London. We provide high-quality music programming for girls, women, trans and non-binary people, with a specific focus on increasing access for people who face barriers to participation in music-making.

Our programmes are aimed at complete beginners as well as experienced musicians, and we work closely with community partners to respond to the needs of young people experiencing multiple and intersecting disadvantages. We aim to improve well-being using music as a tool, whilst demystifying music-making, challenging gender inequity and providing safe, nurturing and joyful environments in which people can develop musically, personally and socially.

We are members of the [Girls Rock Camp Alliance](#), an international network of youth-centred arts and social justice organisations.

Organisational Structure

GRL is a small charity with three members of staff working part-time (a Director and 2 Co-ordinators) with a number of paid and volunteer opportunities providing additional support.

Our organisation and projects are led by and for women, trans people, and non-binary people; active role-modelling is a core part of our ethos and method. We are currently

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trailing [sociocratic principles](#) to make decisions and prioritise community voice in everything we do.

London Safeguarding Children Partnership's Safer Recruitment

GRL is committed to safeguarding young people and adults and expects all staff and volunteers to share this commitment. GRL follows London Safeguarding Children Partnership's Safer Recruitment practices to best safeguard the welfare of the people we work with.

What our participants say about GRL

"I have never been in an environment as supportive, encouraging and uplifting as that at GRL. I think I've learnt more about music and creativity than any music or art class in the formal education system. Every member of the team blew me away with their approachability, friendliness, knowledge and skill, encouragement and guidance." **Adults Camp Participant**



"GRL has been very important to me and helped me learn so much! I've met some incredible people, seen some amazing performances and learnt lessons that I still carry with me now. I have really fond memories of days in camp with amazing, strong women who encouraged and empowered me every day. It has positively impacted me musically and also personally. I am forever grateful! **Youth Camp Participant**

Our values We believe:

- that **joy** is a powerful and transformative force, and one that could and should be fostered through the experience of learning and discovering music;
- that our work should **disrupt norms**, challenging expectations placed on people because of their gender identity and expression, background, sexual orientation, race, ability or class, what music creation and performance can and should look and sound like, and how power is shared in teaching, learning and organisational environments;
- and that community music-making should be grounded in **healing** and therapeutic practices.
- that our intergenerational community is inherently powerful, and that nurturing this **community** is a necessary and vital act;
- that we are not alone in our aims, and so we must work in **solidarity** with people who share our goals;
- and that true learning, growth and liberation happens through **collaboration** – between young people and adults, musicians and educators, parents, activists and artists.

Charitable status and finances

We have been a Charitable Incorporated Organisation since 2016, and we are registered with the Charity Commission (Charity No: 1170457). View more details on the [Charity Commission website](#).

ROLE DESCRIPTIONS & PERSON SPECIFICATIONS

TRUSTEE

We are looking to recruit a number of Trustees to join the Board.

Principal responsibilities and accountabilities

- To manage the organisation in accordance with its constitution and legal requirements
- To offer guidance and oversight of priorities and strategies set by the leadership of GRL, ensuring they're meeting the organisation's charitable objectives
- To monitor performance against these strategies to ensure the effective management of the organisation
- To approve budgets and income generation plans to ensure financial stability
- To contribute to the pastoral support of the Director and their development
- To support with Trustee recruitment when needed

- To act as an advocate of the organisation as appropriate

Person specification (can be acquired through professional or voluntary experience)

- passion and enthusiasm about social justice for girls, women, non-binary and trans people
- commitment to the organisation and its strategies objectives, remaining informed and engaged in its work
- preparedness and capacity to offer personal/professional skills to support the work of the organisation
- ability to deal openly and supportively with staff, volunteers, GRL participants and fellow Board members
- commitment to carrying out the legal duties of a Board Member
- well-organised, able to plan for Board meetings and able to read reports ahead of meetings and prepare questions
- willingness to act as a champion for the organisation
- ability to treat sensitive information confidentially
- commitment to anti-oppressive practice by challenging social injustice, gentrification, harmful social norms, implicit and explicit bias and discrimination based on class, race, sex, gender, sexuality and disability.

We are open to expressions of interest from individuals from all backgrounds, but we are particularly interested in the following areas of expertise:

Health and Safety

Experience of setting the direction and implementation of effective health and safety management systems and practices including monitoring and reporting risk.

HR and Staff Support

Experience of employment support in the charity sector and a good knowledge of current employment law.

Fundraising and Income Generation

Experience of driving one or more of the following; developing individual giving, community fundraising, grant funding, ethical sponsorship and commercial trade.

Marketing and Communications

Experience of PR and reputational management, branding and brand management, digital and social media, marketing and communications skills for charity perspectives.

Gender equality and anti-discrimination

Experience of working with young or adult women, trans and gender nonconforming people, and a strong understanding of how gender inequality impacts on individuals and communities.

Participatory and community music-making

You will have professional or voluntary experience of working with and for adults and young people in participatory and community music-making settings, and share our desire to demystify music-making for women and girls.

Time commitment

- Four Board meetings per year (weekday evenings, 2 hours usually hosted online or a centrally convenient London location)
- Attendance at regular sub-committee meetings and activities (meetings are arranged independently by sub-committees and take place online, usually for one hour approximately 2-4 times a year. Trustees are expected to serve on one sub-committee). Current sub-committees are HR & Finance, and Safeguarding.
- Ad hoc advice and support to staff, by telephone or in person.
- Additional time to specific board projects as required such as board away days and trustee recruitment.

The Board recognises that individual capacity varies across the year. As a team we communicate regularly to check-in on our availability, so workload is shared and reflects our capacity at any given time.

Trustee Term

Trustees are appointed for a term of three years but are eligible for re-appointment for a further three year term at the end of this time.

As the Board of Trustees are responsible and liable for the governance and functioning of GRL. Trustees are legally accountable to a variety of stakeholders including the Charity Commission, Companies House, the Information Commissioner as well as staff, volunteers and participants.

CHAIR

We are looking to recruit a new Chair of Trustees to lead the Board over the next three years, ensuring the board functions properly, the organisation is managed effectively, and providing leadership support to staff. We would be open to having two individuals co-chair if there is interest from more than one person to share the role, particularly in the context of our ongoing work to share power.

In addition to the qualities required of a Trustee of the charity, the Chair will also have the following responsibilities:-

Principal responsibilities and accountabilities

1. **Ensure the Trustee Board functions properly**

- To liaise with the Director and Board of Trustees Secretary on the planning, setting and chairing of Trustee meetings in accordance with the governing document.
 - To ensure matters that are related to strategy and fall under Trustee responsibilities are dealt with in an orderly, efficient manner and that Trustee decisions are acted upon.
 - To lead the development and implementation of procedures for Board recruitment induction, development, training and appraisal.
 - To ensure that Trustees operate in an ethical manner, in accordance with the relevant legislation and GRL values and that their positions are only used to further the values of GRL.
 - To chair Trustee meetings in line with GRL's values, ensuring all Trustees' views and perspectives are heard and valued, and that decisions are made in collaborative, consensual and ethical ways and in line with GRL's values
 - To lead on Trustee recruitment with the Secretary as needed, with support from other Trustees
- 2. Ensure the organisation is managed effectively**
- To support the Director as appropriate, to keep an overview of the organisation's activities
 - To co-ordinate the sub-committee membership to ensure responsibilities for particular aspects of management are met and specialist expertise are employed as required.
 - To facilitate change and address conflict within the organisation, as needed, liaising with the Director to achieve this.
- 3. Provide support and leadership to staff**
- To line manage the Director of the organisation
 - To support the recruitment of leadership staff.
- 4. To act as a key advocate of the organisation as appropriate**
- To speak about the organisation publicly from time to time
 - To attend networking events relevant to the organisation where possible

Person specification:

Knowledge and skills

- Broad knowledge and understanding of context and issues relevant to the objectives of the organisation
- Strong leadership and relationship-building skills and experience, with an ability and willingness to:
 - motivate staff and volunteers
 - listen well and foster collaborative practice
 - act as an advocate of the organisation
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues and working with or as part of a Board of Trustees
- Experience of chairing meetings

Time commitment

- As Trustee, but with additional time as required related to the duties above (e.g. monthly 1:1s with Director, quarterly Trustee agenda setting meetings, and occasional ad hoc meetings and events as appropriate)
- The Chair is not required to sit on a Sub-Committee but can if they would like

Chair Term

Chairs are appointed for a term of three years but are eligible for re-appointment for a further three year term at the end of this time.

LEAD FINANCE TRUSTEE

We are looking to recruit a Trustee with expertise in financial management who will work with the Director to ensure the monitor the organisation's finances and to make sure that money and property are properly managed.

In addition to the qualities required of a Trustee of the charity, the Lead Finance Trustee would also have the following responsibilities:-

Principal responsibilities and accountabilities

- Working with the Director to:
 - Ensure proper systems are in place for financial reporting to Trustees
 - Oversee and monitor procedures to reduce the risk of fraud;
 - Keep Trustees properly informed about the state of the organisation's finances;
 - Ensure accounts and other financial reports are produced in the proper form and on time as required by other bodies (such as the Charity Commission);
 - Oversee the organisation's financial risk-management process and report financial health to the board of trustees at regular intervals.
- Act as a counter signatory for online banking and applications to funders.
- Be on the HR & Finance subcommittee, scrutinising the organisation's financial information and working with the Director and Sub-committee to present financial information at Trustee meetings for Board approval where needed.

Person Specification

- Financial management expertise and a strong understanding of charity finance issues
- Ability to communicate and explain financial information to members of the Board and other stakeholders, who may not be experts in finance
- Analytical and evaluation skills, demonstrating good judgement

Time commitment

- As Trustee, but with additional time as required, such as 1:1s with the Director to support with financial matters.
- Be on the HR & Finance subcommittee (meetings are arranged independently by sub-committees and take place online, usually for one hour approximately 2-4 times a year)

DESIGNATED SAFEGUARDING TRUSTEE

We are looking to recruit a Trustee with expertise in safeguarding. Though safeguarding is the responsibility of all trustees, the Designated Safeguarding Trustee will take the lead on safeguarding, supporting the charity's Designated Safeguarding Lead (DSL), CEO and Chair of Trustees.

In addition to the qualities required of a Trustee of the charity, the Designated Safeguarding Trustee will also have the following responsibilities:

Principal responsibilities and accountabilities

- Ensure there is an annual review of safeguarding policies and procedures, which is reported to the trustees.
- Ensure the charity's strategic plans reflect current safeguarding legislation and guidance, regulations specific to GRL activities and the safeguarding expectations of the Charities Commission.
- Understand the monitoring the organisation does to ensure policies and procedures are effective and are creating a safer culture and keeping people safe.
- Work with the chair, CEO and DSL to manage all serious safeguarding cases.
- Oversee safeguarding allegations against staff or volunteers, together with the CEO and DSL.
- Learn from case reviews locally and nationally, to improve GRL's policies, procedures and practices.
- Attend relevant safeguarding training events and conferences.
- Support the trustees in developing their individual and collective understanding of safeguarding.
- Attend meetings, activities, projects to engage with staff, volunteers and beneficiaries to understand safeguarding on the ground.

Person specification

- Current or recent experience working in safeguarding of young people.
- The ability to assess risk, critique and where necessary challenge, decision making.
- Relevant safeguarding training.
- Knowledge of relevant safeguarding legislation and guidance.

- Ability to maintain confidentiality on sensitive information.

Time commitment

- As Trustee, but with additional time as required to support staff members before and during youth programming, which typically takes place 1-2 times a year for a fixed period of time.
- Be on the Safeguarding subcommittee (meetings are arranged independently by sub-committees and take place online, usually for one hour approximately 3-4 times a year)