

## Role Specification – Trustee and Director

We are looking for Directors of Diversity Role Models who are passionate about creating a more accepting society. Our Directors also serve as the Trustees of our charity. We value diversity of backgrounds, approaches, and perspectives to lead to better decision-making, effective risk management, and efficient oversight of our organisation.

Our Directors need to engage in our mission and objectives by:

- Attending (either physically or remotely) and actively contributing to all Directors' meetings (four to six meetings per year), and reading and commenting on all board documents prior to these meetings
- Participating in a board committee, as needed
- Leading discussions and providing proactive guidance on new initiatives, opportunities, or situations, particularly in areas where you have specific skills, knowledge, or expertise
- Serving as an ambassador and a public face of Diversity Role Models to the outside world
- With our assistance, understanding and accepting the legal duties and responsibilities as a Director and Trustee including:
  - ensuring that Diversity Role Models complies with its governing documents, charity law, company law, and any other relevant legislation or regulation
  - confirming that Diversity Role Models pursues its objects as defined in its governing documents
  - certifying that Diversity Role Models uses its resources exclusively in pursuance of its objects
  - safeguarding the good name, reputation, and values of Diversity Role Models
  - managing the financial stability of Diversity Role Models

You can find out more about what it means to be a charity Trustee in the document: "[The essential trustee: what you need to know, what you need to do](#)", provided by the Charity Commission of England and Wales.

Following a recent skills assessment of our board of Directors, we have identified key areas of expertise that would complement our existing Directors and support our medium-term growth ambitions. Our search is not limited to these skillsets, but candidates are asked to highlight any expertise in the following areas in their application:

- **Legal** – substantial background in charity, commercial, or employment law; we are seeking a legal professional to work closely with our Board to maintain an overview of the regulatory environment and our contractual obligations, and support strong governance.
- **Fundraising** – substantial background as a fundraiser with experience of charity fundraising at both strategic and operational levels; experience of diversifying income through grants from charitable trusts, government funding, donations from the public, contributions from corporates, earnings through trading, and any other available income streams.
- **Volunteer management** – Diversity Role Models relies on over 300 volunteers to deliver our services in schools; we are seeking experience in effective volunteer management, including volunteer recruitment, onboarding, ongoing training, and engagement.
- **Marketing** – We are set to reach our 300,000<sup>th</sup> student next year since launching in 2011 and are looking to raise our profile across schools, corporate partners, donors, and sector organisations; we are seeking substantial background in marketing, including expertise in digital marketing, social media, and public relations, to help drive our charity's outreach and engagement efforts.
- **Finance / Accounting** – We are also recruiting for a new Treasurer who will also serve as a Trustee and Director (separate role specification is available). If you have financial and/or accounting qualifications and experience; an ability to explain accounting practices and principles in clear, everyday language; and skills to analyse proposals and examine their financial consequences, then we would love to hear from you.