

## 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:

- **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.
- **Governance** – As Diversity Role Models continues expand its impact, we are seeking a trustee with strong experience in governance, ideally within the charity or education sectors. This includes expertise in effective oversight, risk management, policy development, compliance with regulatory frameworks (such as Charity Commission requirements), and supporting board effectiveness to ensure the charity remains accountable, transparent, and mission-driven.
- **Finance** – We are seeking a trustee with strong financial expertise to help ensure the charity’s long-term sustainability and effective stewardship of resources. This includes experience in financial planning, budgeting, management accounts, and oversight of audit and risk processes. A background as a qualified accountant or senior financial professional would be particularly valuable to support the board in maintaining sound financial governance and strategic decision-making.
- **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.
- **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.
- **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.