BABY WEEK Charity number 1178324

**ROLE DESCRIPTION & PERSON REQUIREMENTS**

**JOB TITLE**

Trustee

**LOCATION**

Around the city but meetings will be based in Leeds City Council Merrion House office.

**RESPONSIBLE TO**

Chair of the Board

**ROLE OVERVIEW**

**Baby Week is a charity formed in 2018 and is adapted from Semana do Bebe in Brazil (UNICEF 2010). Baby Week is recognised between professionals as the first consecutive early years and maternity initiative event to host five years of cross sector sharing best practice across the city. Now being adapted in Bradford, Cheshire & Merseyside and Hull, the team are looking for new members from a variety of disciplines to help direct the charity forward into the next five years and rolling out the program on to national platform. Ideally to commit to four board meetings annually and ad-hoc support, advice, guidance for the initiative.**

We are seeking individuals who have a vested interest within the maternity and families services in Leeds, with a vision to share the Baby Week philosophy further to regional and national authorities. The desirable skills sought for people joining our board would ideally be in marketing, legal or financial but are not essential. Anyone who feels they have a unique contribution to offer are welcome to apply. **The Baby Week key aims are:**

* To increase awareness and access of parents and parents-to-be, around supportive services including Best Start centre and antenatal education.
* To raise awareness of, and engagement with, the Leeds Best Start Strategy, for early intervention amongst professionals, families and the public.
* To encourage and promote the Best Start messages amongst professionals families and public.
* To celebrate success and good practice across the city.

This is an exciting opportunity to be part of a multi-disciplinary group of professionals and volunteers covering both public and voluntary sector around maternity children’s and families services. Trustees support and share the vision of Baby Week. Together, they set and maintain our vision, mission and values, develop strategies to promote the week and the charity and in a fair and balanced representation of services in the city. Trustees also ensure accountability and provide oversight of the organisation whilst ensuring compliance with legislation and the charity’s governing structure and terms of reference.

**WORKING RELATIONSHIPS**

Board of Trustees – the post holder will regularly communicate and liaise with other members of the Board during Board meetings and by correspondence, telephone, email or in meetings as required.

**RESPONSIBILITIES**

* Ensure the charity is carrying out its purposes for the benefit of the communities in Leeds, as stipulated in its governing documents.
* Ensure the charity has a clear and balanced vision, values when planning the week and direction of future events.
* Contribute to the development of business strategy through constructive challenge and contributing ideas.
* Ensuring wider partnership involvement and promoting the key aims of the charity.
* Establish and monitor policies and procedures to ensure the work of the charity is effective, responsible and legal in line with the governance in place.
* Ensure good accountability, financial management support and probity.
* Support with monitoring and evaluating the charity’s work.
* Ensuring the programme links with other initiatives, partnerships and strategies covering the communities of Leeds.
* Respect and support staff as appropriate.
* Be an active advocate for the organisation and be accountable for the delivery of the charity’s objectives and toolkit.
* Represent the Board/organisation at meetings at least four times a year and events and act as spokesperson when requested.
* Regularly attend Board meetings and where appropriate and represent the board at the various sub-committee meetings.

**PERSON REQUIREMENTS**

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**Individual trustees act and make decisions as part of the collective board. They are bound by any collective decision. They can only act on their own if they have been authorised to so by the board.** (ref: https://knowhow.ncvo.org.uk/governance/getting-started-in-governance/what-is-a-board).

**Experience**

* Ideally to have experience of operating within a board in a charitable, public sector or commercial organisation.
* Demonstrable experience of being part of the maternity, children’s and families services as an employee or parent representative.
* A proven track record of sound judgement and effective decision making.
* A history of impartiality, fairness and the ability to respect confidences.
* A track record of commitment to promoting equality and diversity.

**Knowledge, skills and understanding**

* Commitment to the organisation and a willingness to devote the necessary time and effort.
* Willingness to be available to staff for advice and enquiries on an ad hoc basis.
* Good, independent judgement and strategic vision.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team.
* An understanding of the respective roles of the Chair, and Trustees.

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| **Baby Week****Trustee Application Form** |
| Title: Mr/Mrs/Miss/Ms/Other |  |
| Full Name |  |
| Address |  |
| Contact numbers  |  |
| Email address |  |
| Please let us know why you would like to apply for the trustees role |
|  |
| Please provide an outline/summary your hobbies and interests  |
|  |
| Please indicate in the section below if you have particular experience in any of the following areas.(either yes/no or state more information if needed) |
| Finance |  |
| Legal |  |
| Bid Writing |  |
| HR |  |
| Voluntary |  |
| Other |  |
| Please state here if you have any knowledge/ connections to Baby Week : |  |
| The organisation welcomes applications from all backgrounds and abilities. Please use this space to list anything we need to be aware of or if you require special requirements for the interview or role.  |  |
|  |
| **Data protection**Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. I hereby give my consent to Baby Week processing the data supplied in this application form for the purpose of recruitment and selection.**Declaration**I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that any false, incomplete or misleading statements may lead to an offer of employment being withdrawn or dismissal after appointment.I understand that any offer of employment is subject to satisfactory pre-employment checks, including references, proof of right to work in the UK and if required a DBS enhanced disclosure check.**Applicant's signature** (if submitting this electronically, by printing your name you are affirming the above statements)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:** |