

ROK trustee job description



1. About ROK

Since 2011 Reach Out 2 Kids (ROK) has existed to improve the lives of children and young people by providing a connection between those of diverse and lower income backgrounds and black and brown professional role models. ROK seeks to inspire and positively impact students (aged 11-17) from diverse and underrepresented backgrounds to enable them to believe in themselves, achieve despite the odds and succeed in their career aspirations. ROK works with schools in inner city and lower income areas around London. We also work with our partner companies to help open the wide spectrum of work and opportunity to our beneficiaries.

Members of ROK have seen first-hand that there are key areas where racial prejudice and injustice thrives in the UK: in the criminal justice system, health, education, and employment. We know the negative impacts that racism has on public health and society as a whole and Covid-19 has shone a spotlight on this issue very starkly. Our 12 years as a charitable organisation, and the combined lived experience of our trustees and stakeholders see us in a very strong position to effect change in these areas. ROK currently supports five schools in London and are working with them to open the world of work to their students who may not otherwise have these opportunities.

2. The role of a trustee

Being a trustee of ROK will require you to:

- Work with fellow trustees to shape, drive and monitor ROK's strategy
- Prepare for and participate fully in board meetings
- Act reasonably in decision making and leadership of ROK
- Ensure the proper management and administration of the charity

- Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and other issues in which the trustee has special expertise
- Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects
- Promote the work of ROK externally
- Participate in sub-committees (where necessary)
- Manage risks with a considered, proportionate and balanced approach
- Support ROK's chief executive
- Ensure that the values of ROK are upheld

3. The statutory duties of a trustee:

Trustees are responsible for the work that ROK does and how it does it. Trustees have a number of statutory duties, which are:

- To ensure that ROK complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that ROK pursues its objectives as defined in its governing document
- To ensure that ROK uses its resources exclusively in pursuance of its objectives and for the benefit of the recipients i.e. schools, young people
- To contribute actively to the board of trustees' role in giving firm strategic direction to ROK, setting overall policy, defining goals, 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 ROK including having appropriate policies and procedures in place
- To ensure the financial stability of ROK
- To protect and manage the assets of the charity and to ensure the proper re-purposing of the charity's funds in line with its objective

- To follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive

Additional details on the legal duties of a charity trustee can be found here:

<https://knowhow.ncvo.org.uk/governance/board-responsibilities/legal-duties-of-trustees>

4. Trustee person specification

ROK seeks to appoint a trustee who:

Essential

- Is committed to the organisation and has sufficient time and willingness to contribute effectively to board meetings
- Has experience and an understanding of strategy development
- Is able to work effectively as a member of a team
- Is willing to speak up and can remain independent of any influence from another organisation or individual
- Has a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
- Is able to make quick and sound decisions based on an analysis of information presented to them
- Is aware of developments in areas of interest to ROK
- Has a passion for making a difference and opening up industries to groups that are under-represented (ie those from diverse and/or low income communities)
- Can manage risks with a balanced and informed approach
- Is committed to the Nolan principles of public life: selflessness, integrity, objectivity accountability, openness, honesty and leadership.

Desirable

To have strong skills, experience or knowledge in at least one of the following areas:

- Safeguarding
- Fundraising/Bid Writer
- Digital
- Business/Charity development
- Secondary education

5a. Trustee Board structure

ROK is governed by a board of 5 trustees with specialisms in legal, education and HR. One of the trustees is appointed as Chair of the Trustees.

Commitment

Trustee Board meetings are usually held four times a year and is usually for a full day.

Trustees are appointed for a three-year term and can serve a maximum additional two terms (maximum of nine years). The Chair of the Board can serve for the same maximum term i.e. nine years.

The role is unpaid; however, reasonable expenses are paid in line with ROK's expenses policy.

5b. Operational Board

The operational side of ROK is undertaken by an Operational Board. There are sub-committees from which members of the Board can be drawn, which are the ROK Ops Team, the ROK Social Media Team and the ROK Safeguarding Team.

Outside of Board and committee meetings, members may seek to consult with trustees on particular subjects and there will be opportunities to attend project visits, meetings and events related to the operation of ROK.