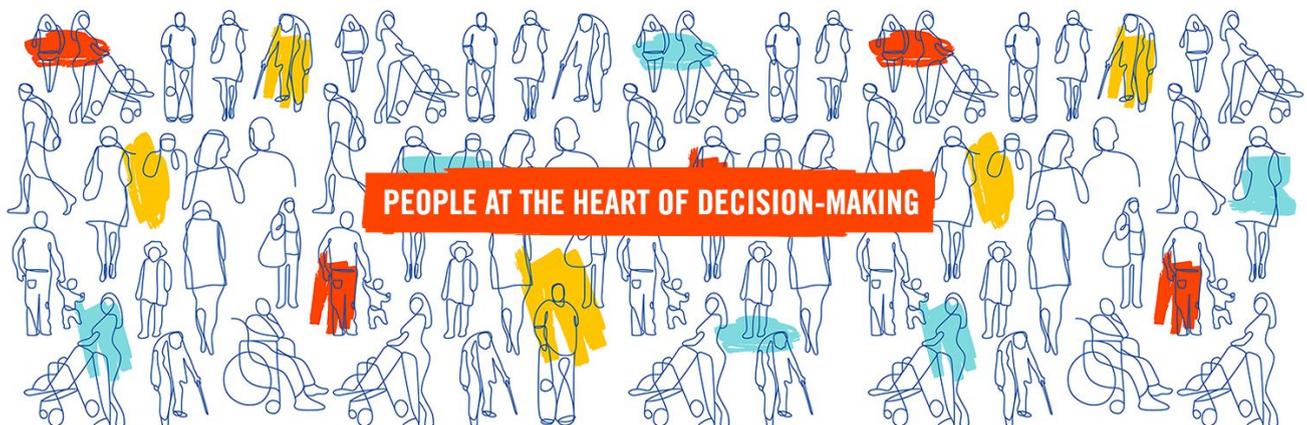




# TRUSTEE

## Role Description

October 2018



## Practical details

- DEADLINE:** 4 January 2019
- APPOINTMENT LENGTH:** Three year terms, with a maximum of two consecutive terms
- TIME COMMITMENT:** Approximately five to ten days-a-year
- REMUNERATION:** This is an unpaid position, although travel expenses are available.

## 01. Introduction

Democracy isn't working as it should, but it's key to tackling the challenges we face. We believe that a new type of democracy is needed - that puts people at the heart of decision-making. We're looking for two new trustees to help us achieve our vision.

We are committed to equal opportunities and we want our board to benefit from the advantages that diversity brings, including different skills, life experiences and backgrounds. We would particularly welcome applications from women, people from Black, Asian and Minority Ethnic backgrounds and people who would bring fresh perspectives to the board.

In this round of trustee recruitment, we particularly welcome applications from people with specialisms in fundraising; communications and press; or political strategy.

We are also seeking a new chair of trustees.

## 02. Who we are

**We're the UK's leading public participation charity, on a mission to put people at the heart of decision-making.**

We're a small but passionate team focused on giving people more power over the decisions that affect their lives. We want to build a stronger democracy that works for everyone – that gives people real power to bring about change in their lives, communities and beyond.

Involve was founded in 2003 “to create a new focus for thinking and action on the links between new forms of public participation and existing democratic institutions”. We've been promoting and practising participatory and deliberative decision-making ever since. We have worked with governments, parliaments, civil society organisations, academics and the public across the UK and internationally to put people at the heart of decision-making.

Involve is a charity and a company limited by guarantee. We have offices in London, Edinburgh and Belfast. See our Charity Commission listing: <http://apps.charitycommission.gov.uk/...>

We believe that decision-making in the UK needs to be more:

- **Open** - so that people can understand, influence and hold decision-makers to account for the actions and inactions of their governments;
- **Participatory** - so that people have the freedom, support and opportunity to shape their communities and influence the decisions that affect their lives; and,
- **Deliberative** - so that people can exchange and acknowledge different perspectives, understand conflict and find common ground, and build a shared vision for society.

Find out more about us: [www.involve.org.uk/about](http://www.involve.org.uk/about)

## 03. What we do

**We demonstrate how citizens can help solve our biggest challenges.**

Democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated that the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless.

In 2017, we developed a new strategy to demonstrate how things can be different. Our work seeks to create:

1. **New innovations** - to demonstrate better ways of doing democracy;
2. **New institutions** - to put people at the heart of decision-making;
3. **New norms** - to make democracy more open, participatory and deliberative.

We approach this in three ways:

1. **We set the agenda** - by developing a vision of a democracy that puts people at the heart of decision-making;
2. **We build coalitions** - by mobilising and partnering with broad, unexpected and powerful networks of allies; and,
3. **We make it happen** - by developing and supporting world-class participatory and deliberative processes.

Our recent projects have included:

- **The Citizens' Assembly on Social Care** - the first deliberative process commissioned by UK Parliament;
- **The Citizens' Assembly for Northern Ireland** - the first citizens' assembly to take place in Northern Ireland;
- **MH:2K** - a youth-led approach that has engaged over 3,000 young people in tackling mental ill-health.

Find out more about our work: [www.involve.org.uk/our-work/](http://www.involve.org.uk/our-work/)

### Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision.
- **Equality** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice.
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement.

## 04. The role

**Trustees play a vital role at Involve as we pursue our mission to put people at the heart of decision-making.**

Decisions made by the board set the direction of our charitable activities and have a major influence on the success of our work to embed public participation so that citizens are able to take and influence the decisions that affect their lives.

The trustees are collectively responsible for the overall governance and strategic direction of Involve, and for developing the organisation's aims, objectives and goals in accordance with governing documents and legal and regulatory guidelines.

## 05. Role specification

Trustees have the following responsibilities:

- To ensure we comply with our governing document, charity law, company law and any other relevant legislation or regulations;
- To set the strategic direction of Involve;
- To provide advice, guidance and support to the staff team;
- To represent the organisation externally
- To safeguard the good name and values of Involve;
- To ensure the effective and efficient administration of Involve;
- To ensure the financial stability and sustainability of Involve; and
- To appoint the director and monitor their performance.

## 06. Person specification

### Essential

We expect all trustees to demonstrate the following criteria:

- A commitment to Involve and to our vision, mission and values;
- Good, independent judgement and preparedness to make unpopular recommendations to the rest of the board of trustees;
- An open approach and commitment to [the 7 principles of public life](#);
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship; and,
- Willingness to devote the necessary time and effort and be available to staff for advice and enquiries on an ad hoc basis.

### Desirable

We welcome applications from those who have some, but not all of the desirable criteria:

- Understanding of participatory and deliberative democracy;
- Understanding of UK and devolved politics and governance;
- Understanding of small charities;
- Experience of the specialisms listed below.

## Specialisms

In this round of trustee recruitment, we would particularly welcome applications from people with specialisms in:

- Fundraising;
- Communications and press; or
- Political strategy

## 07. Terms of appointment

### Appointment length

Trustees will serve a three-year term and can be re-appointed for one additional term.

### Time commitment

The role requires approximately five to ten days-a-year, including:

- Attending quarterly board meetings (3 hours) at our offices in Bethnal Green, London;
- Attendance at an annual away day;
- Participation in board sub-committees, as required;
- Reading board papers and other preparation for meetings;
- Other ad hoc support, as required.

This is an unpaid position, although travel expenses are available.

## 08. How to apply

To apply, please send a short statement and CV addressing the person specification to [jobs@involve.org.uk](mailto:jobs@involve.org.uk) by 4 January 2019.

We intend to interview prospective candidates on 24/25 January 2019.

For further information, please contact Tim Hughes, director: [tim@involve.org.uk](mailto:tim@involve.org.uk)