

Trustee Pack 2020



Introduction: Message from the Chair

When I started as Chair of the Board of Trustees in January 2020, I felt welcomed, appreciated and supported by my fellow Board Members, NCB's executive and staff across the whole organisation. One of the many reasons I am looking forward to this recruitment campaign, is so that I can welcome new Trustees in the same way.

Over the last year at NCB, the Board and the Strategic Leadership Team have guided the organisation through a significant period of change including moving to a new head office in London, achieving a break-even budget in a challenging economic environment, and navigating political twists and turns. Having Board members with a broad range of skill sets, extensive experience and enormous commitment to NCB has undoubtedly facilitated this successful stewardship.

None of us could have foreseen that 2020 would bring a global pandemic and the unprecedented circumstances we find ourselves facing. We were braced already to rise to new challenges and the Trustees had already made a collective commitment to address equality, diversity and inclusion at Board level – an issue across the charitable sector. As we re-emerge into a different world, with many uncertainties ahead, we do so with confidence that NCB remains in a strong position to continue to successfully deliver our mission with our enhanced strategy. It feels even more timely and essential than ever that we achieve greater diversity at Board level to further improve our leadership, effectiveness, decision making and broaden our membership in the future.

The Board is firmly committed to NCB's overarching values and our governing principles. We aim to lead by example: to ensure that our behaviours; based on trust, openness and respect sustain an organisational culture embedded across NCB's strategy. Each Trustee has their valued place on the Board and their voice is heard with the knowledge and confidence that their voice matters.

But more than that we are committed to improving the diversity of our Board and our



organisation to better reflect the communities we serve. In particular we intend to increase ethnic and lived experience participation in governance and leadership roles and the Board will lead the organisation in this endeavour.

We have been successful in engaging young people through our young governance structure, with Trustees under the age 25 feeling comfortable and confident to address complex issues alongside peers with more years of professional and 'life' experience. We wish to build upon this success by welcoming others of diverse backgrounds in the same way irrespective of their personal circumstances or professional backgrounds.

We recognise that the thought of 'entering the Boardroom' can conjure up images that can be daunting and lead some to feel that the boardroom isn't a welcoming place. We want to make the Board more accessible so will be introducing an enhanced programme of support for our new Trustees, particularly those without previous Board, or similar, experience. At NCB, we believe that being a Trustee isn't solely about fulfilling the many duties and responsibilities that come with the Board function; Trustees give a great deal, and in return we want Trustees to have opportunities to grow and develop personally and professionally through their engagement as part of a truly inspirational organisation.

I hope you will enjoy reading more in these pages about NCB, its values, mission, extensive work across the children's and young people's sector and about us, the Board of Trustees, and that you will feel inspired to join us.

Alison O'Sullivan

Chair

About us

We bring people and organisations together to drive change in society and deliver a better childhood across the UK.

We're the charity that works collaboratively across the issues affecting children to influence policy and get services working together to deliver a better childhood.

Since 1963 we have been at the forefront of campaigning for children and young people's rights.

We were founded by Mia Kellmer Pringle in 1963, amid concerns about the welfare of children in care. Mia recognised that the way to bring about the best for these children was through co-operation.

She gathered health services, education providers, children's services – everyone with a stake in their care. Only together could they make things work better.

This approach still defines us today. We identify the most serious issues putting our children

and young people at risk and we bring people and organisations together to drive change in society and deliver a better childhood.

Today, our challenge is greater than ever.

In an age of austerity, we've witnessed funding for children's services cut by half, with a devastating impact on young lives.

In an era of disinformation, trust has never had more value. That's why it's so important we're here to interrogate policy and uncover evidence, taking the voices of children to the heart of Government to shape better legislation.

Only by working together can we bring about the best for our children.

We're united for a better start. United for a better future. United for a better childhood.

We're the National Children's Bureau.



NCB Family

Working together to deliver better childhoods. Every member of the NCB family brings people and organisations together to drive change on particular issues and help deliver a better childhood for the UK.



The Anti-Bullying Alliance brings together organisations and individuals working together to achieve our vision to stop bullying and create safer environments in which children and young people can live, grow, play and learn

Read more:

anti-bullyingalliance.org.uk



The Council for Disabled Children is the umbrella body for the disabled children's sector bringing together professionals, practitioners and policy-makers

Read more:

councilfordisabledchildren.org.uk



The Northern Ireland Anti-Bullying Forum (NIABF) brings together over 25 regional statutory and voluntary sector organisations committed to stopping the bullying of children and young people in our schools and in our communities. Read

Read more:

endbullying.org.uk



The Childhood Bereavement Network brings together all those supporting bereaved children, young people and their families across the UK.

Read more:

childhoodbereavementnetwork.org.uk



The Sex Education Forum brings schools, people and organisations together to achieve quality relationships and sex education (RSE) for all children and young people.

Read more:

sexeducationforum.org.uk



Lambeth Early Action Partnership (LEAP) unites local services to improve social & emotional development, communication & language development and diet & nutrition for 0-3 year olds in four South London wards.

Read more:

leaplambeth.org.uk

Schools Wellbeing Partnership

The Schools Wellbeing Partnership is a national network of nearly 50 member organisations that works to improve the wellbeing of all children in education

Read more:

ncb.org.uk/wellbeingpartnership

Our vision, mission and values

OUR VISION

For every child to be safe, secure and supported.

OUR MISSION

To build a better childhood for every child

OUR VALUES

Our values act as the core beliefs and universal truths that affect how we behave, how we work together as a team, how we structure our internal processes and how we deliver our mission.

Forever young

- Children and young people are at the heart of what we do. We reflect this energy and optimism in our approach to work.

Better together

- We collaborate from the inside and outside, living up to the trust our partners place in us to do what's right for children and young people.

Always learning

- Like an inquisitive child, we always ask 'Why?' We never settle for the status quo and always search for future progress.

Open minded

- The best way to influence is through evidence, not assumptions. The rigour of our research drives our work to achieve more for the UK's children.

Taking care

- We invest a significant part of our selves in our work. We respect and value that investment by looking after ourselves and each other.



Our 2018–23 Strategy: United for a better childhood

Too many children in the UK are not getting the support they need to grow up safe and happy. We're here to put this right.

As a society we provide a vital system of education, health and social care services to strengthen families and help our children overcome the many challenges that can hold them back.

For over 50 years NCB has been driving change throughout this system to make it as effective as possible and to protect the children whose welfare is most at risk.

Right now, the system is breaking.

We're here to shine a light where the system is failing and unite all those who can help to fix it.

Read more about our 2018–2023 Strategy, United for a Better Childhood:

www.ncb.org.uk/what-we-do/our-2018-23-strategy-united-better-childhood



Highlights

From Young NCB member to winning a high profile Trustee Award

At NCB, we recognise that young people are experts on their own lives and their input makes our work even more effective. Our participation work goes beyond research, policy and programmes. Consultation and input from young people form an instrumental part of our governance work. Children and young people influence our operational and strategic development through our young governance framework, the systems and practices we have put in place in order to support and encourage young people taking part in our governance work including ensuring their voice is heard at Board level.

This year, one of our Trustees, Page Nyame-Satterthwaite, was awarded the Dame Helen Alexander 'NED (Non-executive Director) One to Watch' Award for her work at NCB. At 25, she is the youngest ever winner of this prestigious award.

Page said,

"Being the youngest person ever to win the One to Watch NED Award makes this more than a personal achievement. I see this as a win for all young people that sends a clear message – young governance is important. I feel very grateful for NCB, who have supported me on my journey to become an Award winning Trustee, and to NCB's commitment to young governance which continues to enable me and many other young people to have my voice heard and to make a meaningful impact."



Our commitment to diversity and inclusion

NCB is committed to developing and maintaining a Board of Trustees that is truly representative of its UK wide reach; demonstrating diversity with regard to gender identity, ethnicity, religion, sexual orientation age, disability and geography. NCB is committed to ensuring its board membership includes the depth and breadth of both professional and personal experience required to provide the organisation with the strategic direction and scrutiny required for it to succeed. We particularly welcome applications from candidates who are from a BAME background and disabled candidates as we look to represent the communities we serve.

NCB is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you're at NCB's interviews.
- Paying for your travel costs to the office and back for interviews.
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

If there is anything else you're concerned about or think we could provide, please let us know.

Read our anti-racism statement:

<https://www.ncb.org.uk/news-opinion/news-highlights/black-lives-matter-ncb-position-statement>



Trustee Role Profile

Purpose

NCB's Board is responsible for supporting and holding to account the Chief Executive and Senior Leadership Team. This includes ensuring appropriate governance of the organisation, overseeing overall strategy, managing strategic risk, monitoring financial performance and interrogating the big strategic choices and high-level decisions about the running of the NCB. The Board also acts as guardian of NCB's mission and values.

Legal Context

Trustees are responsible for the legal stewardship of the NCB. This involves ensuring that the NCB is compliant with legislation and its own governing documents. The trustee role carries with it a number of legal director duties which trustees are expected to understand.

We expect all our Trustees to be aware of the Charity Governance Code. In particular, our Trustees should be committed to our cause and have joined our board because they want to help us deliver our purpose; they should understand their roles and legal responsibilities and be committed to good governance and want to contribute to our continued improvement.

Charity Commission guidance states that Trustees must:

- Ensure that everything they do helps to achieve the charity's objects;
- Comply with the charity's governing document and the law;
- Act in the charity's best interests;
- Manage the charity's resources responsibly; Act with reasonable care and skill and take advice when necessary;
- Ensure the charity is compliant with statutory accounting and reporting requirements.

Key Responsibilities and duties:

- Fulfil the legal duties of the Trustee role.
- Set strategy and agree the business and financial plans to support strategic delivery.
- Scrutinise performance, ensuring that everything the NCB does and all resources spent go towards achieving NCB's charitable objects.
- Undertake regular and detailed scrutiny of NCB's financial position, ensuring financial stability and the proper investment of any funds managed on its behalf.
- Take responsibility for risk management across the NCB, ensuring risks are identified, assessed and mitigated as far as possible.
- Determine and lead the culture of the NCB, ensuring that all behaviours and decisions are in accordance with NCB's Values and that the Values are embedded across the organisation.
- Prepare for and attend all board meetings.



Person specification

All board members should bring the following essential skills and values to the role:

Skills

- Excellent communication skills and an ability to persuade and influence to promote the interests of the NCB.
- Good listening skills and an openness to other views and feedback on own contribution.
- Able to think differently, come up with new ideas and challenge existing thinking.

Values and ways of working

- Commitment to the NCB's mission and values.
- Commitment to bringing high standards of ethics and transparency to NCB's governance.

The following are desirable, but not essential for all new board members:

- Previous board experience

In addition, we are looking for board members who can bring **ONE** of the following areas of specialism to the Board:

Digital transformation

- Someone who understands the development of digital solution, developing and implementing digital programs online (learning management system) or developing a digital development strategy

Business development

- Someone with a commercial acumen and can bring commercial expertise and understanding to the board.



Additional information

Time commitment

- Quarterly Board meetings.
- Board meeting preparation and follow-ups.
- Sub-committee meetings (you may wish to join one of NCB's committees subject to discussions with the Chair).
- Other relevant activities as required.

Remuneration

This position is unremunerated, however, reasonable expenses will be covered. Where needed NCB will provide training beyond our standard Board induction to board members to build their skills.

Role as an ambassador

Board members are expected to be good ambassadors for the NCB. Their behaviour at all times should enhance and protect the reputation of NCB. Board members should take every opportunity to champion NCB and support its activities.

Guaranteed Interview

We are offering disabled applicants a Guaranteed Interview. To be invited to interview, you must meet the minimum criteria for the role. This means being able to demonstrate all the essential criteria in the candidate pack and any one of the skills required. If you are eligible, please state this clearly in your covering letter. The guaranteed interview will be conducted by Inclusive Boards.

How to apply

- The recruitment process is being undertaken by Inclusive Boards on behalf of NCB. If you wish to apply for this position, please supply the following:
- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application and will be assessed as part of your full application.
- Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you.
- Referees will not be contacted without your prior consent.
- Diversity monitoring form – your data will be stored separately from your application and will at no time be connected to you or your application.

To apply or find out more, please get in touch

NCB@inclusiveboards.co.uk

0207 267 8369