

The Civil Liberties Trust Chair Candidate Pack 2022



WELCOME FROM OUR VICE CHAIR

Thank you for taking the time to consider applying for the role of Chair of the Civil Liberties Trust. The Civil Liberties Trust is a registered charity that works in parallel with Liberty. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.

Liberty's talent lies in its forensic ability to uncover inequality and state abuse, even when it's served up in the most superficially benign looking policies and Bills - and the CLT stand hand in hand. During my time as a member of the board and Vice Chair, I've seen the CLT grow from strength to strength supporting Liberty to innovate and to reach the people who need us most - at this most crucial and important in the history of the UK.

It is extremely rewarding to be part of something that changes so many lives. During the pandemic, Liberty's Advice and Information hub has grown and is now an empowering tool for anyone who is unsure of their rights and needs information fast. It was a source of invaluable advice during the pandemic and the ever-changing policing regulations that were brought in during that quite frightening time. We were also able to contribute to another Liberty first - their own investigative journalism unit - Liberty Investigates. Within just a few months of launching, the team had secured front pages and lead stories on national news channels on hard-edged topics, such as the disproportionate impact of coronavirus penalties on people of colour. Our commitment to principle and innovative spirit is only possible because of the people at the Civil Liberties Trust and our colleagues at Liberty - so if you share these values I very much hope you choose to apply.



DOMINO PATEMAN
CLT Vice Chair

ABOUT THE CIVIL LIBERTIES TRUST

The Civil Liberties Trust is a registered charity that works to promote human rights and civil liberties through research, policy work, litigation, education and advice. It works in parallel with Liberty and is based in the same building.

The Trust does not employ staff but pursues its objectives by funding charitable human rights work. Most of the Trust's direct charitable expenditure is represented by grants to Liberty.

OUR OBJECTIVES

- The promotion of domestic human rights including the elimination of the infringement of those rights and the promoting of effective remedies following any breach, for the benefit of the public.
- The provision of legal advice, assistance and representation on human rights and civil liberties to those unable to pay for it.
- The provision of educational material and information on civil liberties and human rights.
- The undertaking and promotion of research into civil liberties and human rights.

WHY ARE THE LIBERTY AND CIVIL LIBERTIES TRUST SEPARATE ORGANISATIONS?

Liberty is an unincorporated association made up of members, and a non-profit making company that employs staff and runs campaigns. The Civil Liberties Trust is a grant-making registered charity. It is important that the different organisations exist. The division enables Liberty to pursue all the work necessary to protect and promote civil liberties and human rights, including, crucially, its political campaigning.



COMMITMENT TO EQUALITY, DIVERSITY & INCLUSION

The Civil Liberties Trust is committed to equal opportunities policies. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and other differences.

The Civil Liberties Trust is deeply committed to inclusive working practices, so during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person.
- Paying for your travel costs to the office and back for interviews held in person.
- 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 with Inclusive Boards for disabled candidates who meet the minimum requirements for the role.

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

PERSON SPECIFICATION

We're looking for a dynamic individual who can be responsible for leading the Board by setting high governance standards, playing a pivotal role in fostering the effectiveness of the Board, ensuring sound financial leadership, and an entrepreneurial approach to meeting fundraising targets.

To achieve all of this, our new Chair will be a leader who is motivated, entrepreneurial and strategic, as well as embody anti-oppressive values.

The following person specification criteria apply:

- Committed to the opportunity to play a key leadership role in helping us achieve our mission and strategic aims
- Has excellent leadership skills and is a leader in their area of expertise
- Is well networked with established relationships across the Human Rights sector
- Is willing to devote the necessary time and effort to their duties
- Excellent communication skills
- Has integrity, strategic vision, good judgment, and decision-making skills
- Works well as part of a team and enjoys collaborating with others
- Understands the legal responsibilities and liabilities of a trustee and has had previous trustee experience
- Has the ambition to support fellow trustees to continually improve

ABOUT THE ROLE & DUTIES OF THE BOARD

The Role of the Chair under the Articles of Association is limited to chairing the Board meetings. In addition to the normal trustee obligations, the Chair's specific responsibilities might include:

- Chairing the Board
- Ensuring that the Board makes clear decisions on strategy, financial stewardship and risk exposure
- Planning the annual cycle of meetings with the Director
- Monitoring the performance of the Board, its members, and the Executive Director
- Developing the Board and ensuring that members are properly elected/recruited, inducted and supported

THE PRINCIPAL DUTIES OF THE BOARD:

1. Approve strategic plans, budgets, the reserves policy and position and authorisation limits for the Charity
2. Ensure that the Charity has the resources, both human and financial, to achieve its aims
3. Approve annual budgets and multi-year budget projections and monitor progress against them (to ensure that the Charity is managing cash flow and reserves prudently)
4. Ensure ongoing risk assessment and management processes are in place and that they inform policies, procedures and plans (and that Trustees are updated on this and advised of any significant changes as they occur)
5. Monitor and evaluate the progress of the Charity against its strategic aims, objectives and financial targets

ADDITIONAL INFORMATION

TIME COMMITMENT

4 Civil Liberty Trust Board Meetings per year, plus ad-hoc commitments. The Civil Liberty Trust Chair is also expected to attend Liberty Board meetings and act as a link between the two organisations. Liberty has 4-6 Board Meetings per year

CONFLICT OF INTEREST

All candidates will be asked to disclose any actual, potential or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.

TERMS OF APPOINTMENT

An offer of appointment will be made once all candidates have been interviewed, and will be subject to satisfactory completion of eligibility checks, including reference checks. If you are offered an appointment you will receive a detailed summary of your main terms and conditions. Terms of appointment are usually 4 years, renewable once.

LOCATION

Liberty House, 26-30 Strutton Ground, London, SW1P 2HR.

REMUNERATION

The role of the Chair is unremunerated, although expenses for travel and other pre-agreed items may be claimed.



HOW TO APPLY

The recruitment process is being undertaken by Inclusive Boards on behalf of The Civil Liberties Trust. If you wish to apply for this position, please supply the following by 23.59 22/05/2022

- 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.

If you have any questions or would like to arrange a call to discuss the role please email CLT@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to CLT@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.

