

## **Trustee (Council member) / Lead Trustee for Safeguarding Role Description**

**Reporting to:** The Chair

**Liaison with:** Members of Council (trustees), staff, partners, and stakeholders

**Term of office:** 4 years, may be extended for a second term

**Unremunerated:** reasonable expenses may be reimbursed in keeping with our expenses policy

**Usual hours:** 4 board meetings a year (to be held in person/remotely), AGM, possible sub-committee meetings, discretionary attendance at some evening and fund-raising events and an annual strategy away day.

**Location:** Royal Geographical Society, London and other locations as necessary.

### **Introduction**

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, skills, resilience and determination to make the most of their future.

We prepare and take young people on expeditions to remote locations where they face challenges, gain skills and learn about themselves - as well as acquiring knowledge relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

### **Equity, Diversity and Inclusion at British Exploring Society**

We are committed to building an executive and volunteer team that together represent a diverse variety of backgrounds, skills, and perspectives on the world. The more inclusive we are, the better we think we'll be at delivering our charitable aims.

We are an equal opportunities employer and do not discriminate on the grounds of gender identity, sexual orientation, marital or civil partner status, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

### **Our Trustees**

Our trustees play a vital role at British Exploring Society. They have independent control over, and legal responsibility for, our management and administration. Since 1932 we have always relied on the time individuals donate to us, and our trustees are a cornerstone of that culture of professional volunteering. We want our trustees to enjoy the time they give to us,

and to feel motivated and uplifted by the work we do. We do everything we can to involve our trustees in the life of the charity, to visit and get involved in our activities and to feel the positive impact of their contributions.

Our trustees ensure that we comply with the law, with our Articles, and that we continuously strive to fulfil our charitable purpose. This includes a proactive duty to safeguard and promote the welfare of our beneficiaries and a duty of care to ensure beneficiaries and others the charity comes into contact with do not come to harm.

### **What we expect of all our Trustees**

The cornerstones of good governance at British Exploring Society are financial sustainability and the well-being and safety of the young people we serve.

Our Trustees help support and shape the culture of the charity as well as fostering a culture of openness and trust. This approach ensures that everyone feels able to report concerns in any area of activity. Protecting people and safeguarding responsibilities are a priority for us. We expect all our trustees to make sure that they uphold the principle that protecting people from harm is a priority and that the policies we have in place are appropriate, and are being followed by all trustees, staff, volunteers and beneficiaries

### **Our Lead Trustee for Safeguarding**

We work with young people and vulnerable adults we have a safeguarding lead within the office team. Safeguarding is the responsibility of all our trustees, but we also think it is helpful to have at least one trustee who can provide leadership, expert advice and guidance to fellow trustees on safeguarding matters. As one such trustee is stepping down, we seek a new trustee with a strong background and expertise in safeguarding to join our board, and to support us in delivering on our strategic commitment to provide transformative experiences to young people who can benefit most.

To find out more about becoming a trustee, visit the Charity Commission at [www.gov.uk](http://www.gov.uk)

### **Person Specification**

We are looking for qualities and experience likely to include:

- Senior management and/or practitioner experience in a Local Authority, Social Work Dept, education, youth work or charity setting or Health and Social Care Trust with responsibility for safeguarding and child protection services.
- A qualification in social work or experience in practice and/or management of safeguarding children services/inspection of children's services.
- An understanding of the needs (and responses to those needs) of excluded, disadvantaged young people and vulnerable adults with mental health challenges/in care.
- The ability to provide strategic input and challenge to our safeguarding policies and practice.
- Ability to provide independent guidance and challenge to both board and executive team.
- Commitment to the mission and vision of a youth development organisation like British Exploring Society.

### **The duties of the Lead Trustee for Safeguarding**

Our Lead Trustee for Safeguarding will lead on the following areas in addition to their wider responsibilities:

- Consider our policies and plans to ensure they reflect legislation, statutory guidance, and the expectations of the Charities Commission.
- Working with the senior leadership team to review whether the measures we have in place keep people safe.
- Check that our risk register reflects our safeguarding risks, and that appropriate mitigation is in place.
- Making sure there are reports to Council, and that trustees understand and challenge reports.
- Identifying safeguarding training / skills development needs for the organisation and its trustees.
- Making sure there is an annual, and reported, review of policies and procedures.
- Learning with us to improve our policies, procedures and practices.
- Overseeing allegations against staff or volunteers, together with our CEO.
- Being a point of contact for staff or volunteers if someone wishes to make a complaint in relation to a safeguarding concern.
- Attending activities with staff, volunteers, and beneficiaries to understand safeguarding on the ground.
- Making sure we have ways to gather views of staff and volunteers.

### **Key responsibilities of all our trustees include**

#### **Planning**

- Approving our mission and plans
- Reviewing and approving strategy, financial goals and budgets
- Approving and reviewing major policies

#### **Organisation**

- Recruiting, supporting and if necessary, changing the CEO
- Being assured of management succession
- Approving salaries and conditions of service for staff
- Supporting sub-committees
- Auditing Council and plans to improve its performance.

#### **Operations**

- Reviewing results and long-range goals
- Being certain that our financial structure is adequate for current needs and strategy
- Providing open, constructive criticism, advice, comments and support
- Approving major actions like expenditure over authorised limits and major shifts in activity.

#### **Audit**

- Ensuring accountability, particularly where trustees delegate responsibility to staff or volunteers
- Being assured that Council is up to date on the condition of the charity and its operations
- Being assured that reports adequately reflect the nature of services and finances

- Be sure that the CEO has appropriate policies to define and identify conflicts of interest and is administering and enforcing them.
- Appointing independent auditors
- Reviewing and assuring compliance with statutory accounting, reporting requirements, relevant laws and standards.

All trustee appointments are subject to a range of checks including receipt of a satisfactory DBS check.

### **What happens next?**

To apply, please email your CV with contact details and a covering letter of no more than 2 sides of A4 explaining your motivation and suitability for the role to [Olivia@britishexploring.org](mailto:Olivia@britishexploring.org)

We welcome other means of sending us your application information - for example as a video.

Please type - **Confidential Lead Trustee Safeguarding** - in the Subject line.

Your application will be reviewed for shortlisting by the Nominations Committee who will also conduct interviews with shortlisted candidates.

Please do let us know when you apply if you require any accessibility adjustments to the interview process.

If you would like to speak to someone about the role, please contact [Olivia@britishexploring.org](mailto:Olivia@britishexploring.org) and we will make arrangements with you to give you a call.

The closing date and time for receipt of applications is **3pm on 28th January 2022**.

Interviews will preferably be in person, most likely at our offices, or may be digitally by Zoom from week commencing 14th February 2022.

If you are not shortlisted, we will contact you by email to let you know.

Thank you for your interest in this role and British Exploring Society. For more information about the work of British Exploring Society visit [www.britishexploring.org](http://www.britishexploring.org)