

Dear Applicant,

Thank you for your interest in joining SiMBA's Board of Trustees. We hope that you find the following information helpful in considering if your skills and experience would be beneficial to the governance of the charity and if the role of Trustee at SiMBA fits with your aspirations and personal values.

Our Vision

To provide world-leading bereavement support to anyone affected by the loss of a baby at any gestation, or after birth.

Our Mission

- For every bereaved family to be offered a memory box at the earliest opportunity, and provided with private comfortable spaces, with the facilities, that allows them to spend as much time as they need with their babies and make timeless memories.
- For bereaved families to have ongoing opportunities to honour their babies.
- For healthcare workers to feel informed, confident and supported in their roles so that they can provide the highest level of care to bereaved families.

Our Aims

1. To maintain and grow our reach of memory boxes across the UK and Ireland
2. To raise confidence and knowledge of healthcare workers who support families during and after the loss of their baby
3. To increase the awareness of the support available for bereaved families, providing trees of tranquillity and services where needed
4. To expand our reach and engagement across all volunteers and networks in order to influence and encourage a supportive and open dialogue on baby loss nationally and internationally
5. To grow our income through diversified income streams to ensure financial sustainability and delivery of our strategy
6. To provide operationally excellent services, events and support to all families, volunteers and wider stakeholders

Our Impact

- Almost 24,000 memory boxes gifted to families, with 40% issued since October 2017
- Memory boxes available in hospital units across the UK and Northern Island
- Financial statements are available to view here: <https://www.oscr.org.uk/about-charities/search-the-register/charity-details?number=38243>

SiMBA's Board of Trustees

The role of the Board is to provide effective governance for SiMBA and to ensure it moves towards achieving its vision, mission and aims.

Our Trustees offer their time, experience and networks for the benefit of the Charity. Our Board works closely with the CEO and the staff team based in the SiMBA office in Dalkeith. Profiles of current Board members can be found here: <https://www.simbacharity.org.uk/about-us/our-people/>

Trustee Recruitment

There have been a number of retirements during the last 12 months and we are seeking to replace the skills no longer represented on the Board. We aim to strengthen the diversity and expertise of our Board as the charity enters a new phase of growth and strategic ambition.

We are seeking to recruit up to 3 Trustees with established and active professional and influential networks to further enhance the current SiMBA Board. We have identified a range of skills and experience that we feel would complement the existing Board composition. We are particularly interested in applications from professionals with experience and skills in the following areas:

- Fundraising in the charity and corporate sectors
- Charity governance
- Previous experience of acting as a Trustee
- PR/Marketing/Digital
- Legal and Data Protection
- Property and Estates Management

Whilst all applications are appreciated, we particularly welcome submissions from groups currently under-represented on our Board including men, people with disabilities and ethnic minorities.

Trustee Role Profile and Expectations

Our Trustees will uphold and represent our vision in a personal and professional capacity and will come from a range of backgrounds and relevant experience.

Term of office is 3 years with the option to serve for a further 3 years, therefore Trustees are able to serve for a maximum of 6 years.

All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee (see below for exclusions).

In terms of time commitment, a Trustee would be expected to undertake the following:

- 6 x bi-monthly Board meetings per annum (generally held in Dalkeith)
- 1 x Board full-day strategy session
- 1 x Annual General Meeting (usually held on the same day as one of the Board Meetings)
- 1 x annual review meeting with Chair / CEO
- Participate in one or more short-term working groups when required
- Represent, attend and support various SiMBA events throughout the year e.g. Butterfly Releases, Parliamentary Receptions, Launch of fundraising projects etc.
- Be available to respond within a reasonable timeframe to ad-hoc requests for input, opinion and support as and when required

We suggest **the average time commitment is 12 days over the calendar year.**

Every effort is made by the charity to be as flexible as possible to accommodate Trustees when planning meetings and activities.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.

Duties of a Trustee

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity trustees in Scotland. [Guidance for Charity Trustees.](https://www.oscr.org.uk/managing-a-charity/trustee-duties/)

Useful links:

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

GDPR

If appointed to the Board, Trustees should be aware that we are required to share your personal information in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with Companies House
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)

Recruitment Process

If you would like to be considered for a Trustee role, please provide the following information:

1. A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please tell us about your last period of employment.
2. A maximum 500-word statement based on what you feel you can bring to the charity. You should clearly explain your ability and/or experience in relation to supporting the charity in its aims.
3. If you are shortlisted for interview, you will be asked to provide us with the names and contact details of two people who can provide references.
4. Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.
5. The completed voluntary equal opportunities form (Appendix B)

To apply, please send your note of interest, CV and supporting information to careers@simbacharity.org.uk by 31st January 2020.

Please note that Sections 178 and 180 of the Charities Act 2011 disqualifies anyone from holding a trustee position who:

- Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- Is an undischarged bankrupt
- Has previously been removed from Trusteeship of a charity by the court or the Charity Commissioners
- Is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

Recruitment Timetable

The closing date for applications is the **31st of January 2020**. Successful candidates will initially be invited to join a telephone interview with one or more of our current trustees. Formal interviews, and opportunities to visit the SiMBA office and meet the CEO and staff, will subsequently take place in February 2020.

All candidates will be advised of their initial application outcome by 14th of February 2020 and we would anticipate that recommendations to appoint to the board will be made by the 14th March 2020.

We thank you for your interest in joining our Board.

Appendix A: SiMBA Board of Trustee Terms of Reference

Role

The role of the Board is to provide effective governance for SiMBA and to ensure it moves towards achieving its vision, mission and aims.

Responsibilities

1. To ensure that SiMBA operates within its Memorandum and Articles of Association and all relevant charity and company legislation.
2. To manage, review and develop, the organisation's governance and constitutional arrangements (including working to maximise the effectiveness of the Board).
3. To set the organisation's strategic aims.
4. To provide leadership to ensure the strategic aims are met.
5. To supervise the management of the organisation.
6. To monitor the performance of the Chief Executive and staff
7. To exercise overall control over SiMBA's financial affairs and to protect its assets.
8. To make decisions and carry out their duties at all times in the best interests of the charity as a whole, as required by current legislation and in accordance with SiMBA's aims and values.

Membership

Trustee members have the primary responsibility under charity legislation for the governance of the organisation.

In the circumstances in which a vote is required, and the decision is tied, the chairperson gets the casting vote.

Attendees

A SiMBA staff member attends all Trustee meetings to ensure accurate minutes are taken.

The CEO is also invited to make a full contribution to the Board of Trustee meetings and the charity strategy day.

Appendix B: Voluntary Equal Opportunities Form

We are an equal opportunity employer. Our aim is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. To ensure that we uphold this policy, we would be grateful if you could provide the following information:

1. **How did you find out about this vacancy?**

2. **What is your age?**
 - Prefer not to say
 - 18-24
 - 25-34
 - 35-44
 - 45-54
 - 55-64
 - 65-74
 - 75+

3. **What is your gender?**

4. **What is your ethnicity?**

5. **Do you consider yourself to have a disability?**

6. **Do you have any caring responsibilities?**

Data protection statement

SiMBA will use this information to review compliance with its policies on equal opportunity and to inform our statistics on the representation of individuals interested in joining our charity. We will treat all personal information in line with current data protection legislation and our data protection policy. In order for us to process this information and to comply with data protection legislation, we require your consent. You are not required to give your consent; you acknowledge that any consent given is freely given. Your job application is not dependent on your giving consent to our processing of this data. Including your signature below will signify your consent to our processing of this information. Once you have given consent, you may withdraw it at any time by contacting enquiries@simbacharity.org.uk

Signature:

Date: