**Trustee Information Pack**

**Role:** Trustee

**Commitment:** Participation in four trustee meetings each year, annual away-day and other activities from time to time.

**Length of commitment:** Term of 3 years, with renewal for up to 3 terms.

**Remuneration:** This is a voluntary role with some occasional travel and essential expenses covered.

**Closing date:**  15 April 2024

**Location:** Hybrid role/FFT office, Community Base, Brighton, BN1 3XG

**About us**

Friends, Families and Travellers (FFT) is a leading national charity working with Gypsies, Travellers and Roma regardless of ethnicity, culture or background. We seek to end racism and discrimination against Gypsies, Travellers and Roma and to protect the right to pursue a nomadic way of life. Over half of our Trustee and staff teams are from diverse travelling communities.

**Overall purpose of role**

As a Trustee of Friends, Families and Travellers you will join the organisation at a milestone in our history. In recent years the charity has grown in scope and scale to address our continued advocacy, casework, campaigning, and celebration of people from Romany, Roma, Irish Traveller and nomadic backgrounds.

The organisation has a thriving team of passionate and dedicated individuals who support our work across many areas of our purpose-led activities including outreach; advocacy; health; social justice; training; and cultural education.

As we strive for change, inclusion and equity, our Board of Trustees seeks committed individuals who will actively participate in achieving the charity’s aims and objectives through sound governance aligned to their professional skill set or lived experiences as a friend or ally to the communities we represent.

Our Board of Trustees use their experiences, passions, and insights to help shape strategy. They apply diligence and reasoning to regulatory and operational matters. The Board apply their duties as Trustees through either lived experience, professional achievements, or vocational insights, in addition to their passion to protect the nomadic way of life. You will be an ambassador for the rights, cultures and heritages of Gypsy, Roma and Traveller people.

The Trustee Board meetings are hybrid, with some meetings held in our sunny Brighton offices. As a Trustee you would join a diverse Board who bring together a range of professional or life skills either as a community member or ally.

You will be welcomed, respected, included, and valued as a Trustee for Friends, Families and Travellers.

**Key Responsibilities and Duties**

As a member of the Board of Trustees you will have the opportunity to help advance the causes, ambitions, and goals of the charity. With your commitment, diligence, and good governance you will achieve this by:

* Ensuring FFT pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy;
* Ensuring FFT complies with its governing document (its memorandum and articles of association), charity law, company law and any other relevant legislation or regulations;
* Ensuring FFT applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public;
* Ensuring FFT defines its goals and evaluates performance against agreed targets.
* Safeguarding the good name and values of FFT;
* Ensuring the effective and efficient administration of FFT, including having appropriate policies and procedures in place;
* Ensuring the financial stability of FFT;
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds;
* Following proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

**Person Specification for Trustee**

A Trustee will bring valued skills, experiences, and perspectives to our Board. If you fulfil the person specification requirements for a Trustee, then you will join a group of committed people focused on meeting our objectives.

Trustees will have a commitment to FFT and a willingness to devote the necessary time and effort to review papers, information and attend the relevant Trustee Board Meetings. In addition, they will also provide:

* Lived experiences or allyship;
* Good, independent judgement;
* An ability to think creatively;
* A willingness to speak their mind;
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
* Strategic vision;
* An ability to work effectively as a member of a team;
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

You will need to have basic digital literacy (ability to review documents online and access online sessions), be proactive, organised, and self-motivated, with knowledge and interest in Gypsy, Roma and Traveller communities and heritages.

Members of the Gypsy, Roma or Travellers communities who wish to be considered as a Trustee are strongly encouraged to apply. Applications from community members would be warmly welcomed and supported by the Board, and we can offer support or development in the areas listed above.

**Our Values**

We believe that:

* To address the inequalities faced by Gypsy, Roma and Traveller communities then Gypsy, Roma and Traveller people must be at the heart of all of our work.
* The inequalities faced by Gypsy, Roma and Traveller communities are rooted in historic oppression and structural racism and must be understood and addressed in this context.
* There is much to celebrate within Gypsy, Roma and Traveller communities, including cultural traditions, historical events, community values and individuals’ achievements.
* We have a role to play in upholding and protecting human rights and equalities, because we are stronger when we work together and show solidarity with other minority groups.
* All services provided to wider society should be accessible to and inclusive of members of Gypsy, Roma and Traveller communities.

**Equality**

We are an equal opportunities organisation and aim to ensure that all applicants are treated fairly. We support members of Gypsy, Roma and Traveller communities to have an active and influential role in all aspects and at all levels of our work.

**Our team**

We have a professional team of 40 staff who deliver our vision through outreach, advice and policy work, education and training, research and more. The work of our staff is supported by a dedicated team of volunteers. At least half of our staff, interns and volunteers are from diverse travelling communities.

We strive to provide staff with a positive and supportive environment at work. We offer regular supervision, strong and supportive leadership, open communication, and a commitment to developing our staff and volunteers.

**Support for Trustees**

To support our board of Trustees we will support you in the role by providing the opportunity for:

* An induction programme and a warm welcome form the Board of Trustees;
* Annual reviews to ensure your commitment and contribution;
* A variety of in-house and external training courses;
* A commitment to ongoing Trustee development;
* A respectful and inclusive space to contribute towards the goals of a purpose and values lead organisation;
* The chance to contribute towards meaningful change.

**Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all trustees to share this commitment. All new Trustees are given the relevant DBS check for their role and safeguarding training to support safe governance.

**Apply to Become a Trustee**

*If you can, please send a recent CV with a covering email setting out your suitability for the role in less than 500 words to* [*admin@gypsy-traveller.org*](mailto:admin@gypsy-traveller.org)

*We would also appreciate you being able to take the time to fill out and submit an* [*Equality Monitoring Form*](https://www.gypsy-traveller.org/wp-content/uploads/2021/06/Equalities-Monitoring-Form_updated.doc) *for the role.*

*We strongly encourage applications from Gypsy, Roma and Traveller people. If you are unable to provide a CV, you can send us a covering email only.*

*If you have further accessibility needs, please do not hesitate to contact Lena Stokes at* [*lena@gypsy-traveller.org*](mailto:lena@gypsy-traveller.org)