

## Trustee Recruitment Pack

**We are at a critical time in the development of the LGBT+ voluntary and community sector. As we begin to emerge from the harsh but necessary actions resulting from Covid-19, we will begin to see where our communities need support the most.**

We are committed to improving representation from under-represented groups throughout the organisation and we believe that the Board should be representative of our very diverse membership. We are mindful that we lack Black, Asian and Minoritised Ethnic / People of Colour representation on our Board. **With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific issues faced by those who might experience racism, including from personal lived experience.** Appointments will be based on merit.

We are also specifically seeking a trustee to undertake the role of treasurer. For this role, it is a desire that applicants will have some finance background and ideally a financial qualification/registration.

As a Consortium trustee, you will be helping to make decisions that will improve the lives of LGBT+ people and communities around the UK. You will also help to develop Consortium's new strategic goals for the coming years and ensure that we continue to manage our resources wisely. If you believe you can offer Consortium some of your time, energy and commitment we look forward to hearing from you.

If, after reading this pack, you would like some more information, or want to get more of a sense of what we are about, please do email our Chair, Chris French, at [chair@consortium.lgbt](mailto:chair@consortium.lgbt) or our CEO, Paul Roberts, at [paul@consortium.lgbt](mailto:paul@consortium.lgbt). Thank you for your interest in this incredibly important role – we really do hope you will consider being part of Consortium's amazing journey.

This pack contains the following sections:

[About Consortium](#)

[Our Purpose](#)

[Who we are looking for](#)

[The commitment](#)

[The role of trustees](#)

[How to apply](#)

[Inclusion Statement](#)

## About Consortium

Some facts and figures...

- 500+ Member across the United Kingdom
- 5,000,000+ LGBT+ people and their allies friends and families benefiting from the amazing work of our Members
- 55% of our Members operate on less than £20k a year
- For our 2020 Insight Survey, 99% of Members said they would recommend joining Consortium to other LGBT+ groups, projects, organisations and networks

We are a national specialist infrastructure and membership organisation. We work to strengthen and support 500+ LGBT+ groups, organisations and projects across the UK so they can deliver direct services and campaign for individual rights. Our work and continuing ambition is to strengthen the sector across four core areas:

- **Membership & Engagement:** supporting our Members so that they can deliver vital support and services:
  - support and benefit our Members to thrive and grow;
  - reflect the changing environment of the voluntary, community and social enterprise sector in our Membership offering;
  - to be a broker of collaboration opportunities beyond the UK for our Members;
  - to support our Members' long term sustainability.
- **Collaboration & Networks:** connecting the sector and leading it in innovative and sustainable ways of working:
  - lead the sector in sustainable ways of working;
  - to nurture current partnerships and to build on their success to shape model of good practice;
  - diversify and grow income streams to the sector;
  - identify remaining gaps in the sector to fully meet its needs.
- **Voice & Communication:** consulting with and listening to our Members and making sure their voices are amplified:
  - listen and consult with our Members and ensure their voices are heard;
  - to improve awareness of diversity within the sector and visibility to the wider community;
  - to be an effective broker between our Members, decisions makers and influencers;
  - to have a working model of collaboration within the sector and between our Members and decisions makers.
- **Grant Giving:** securing funding to provide grants to LGBT+ third sector organisations and projects across the UK.

Although diverse and often innovative, the LGBT+ voluntary sector as a whole has historically been marginalised, under-funded and disparate. Many groups operate exclusively through the use of volunteers. Existing voluntary sector infrastructure organisations have often failed to acknowledge or provide support for lesbian, gay, bisexual and transgender projects. Consortium was set up in 1998 to address these gaps and to support and nurture the development of the sector.

The focal point of the role of Consortium is to consider the voluntary and community sector and its development and support. The frontline work carried out by our Members is not within our remit – we focus on the Member organisation/group not the end user needs.

Consortium is a registered charity and a registered company limited by guarantee.

We are bound by our constitutional documents, as well as the laws and regulations of operating both as a charity and a company. You can find more information about us on our website: [www.consortium.lgbt](http://www.consortium.lgbt).

## Our Purpose

To support a proactively collaborative LGBT+ sector that benefits the diverse communities it serves.

Our main charitable object, as registered with the Charity Commission, describes what we are here for:

- To promote the lesbian, gay, bisexual and transgender voluntary sector for the public benefit by:*
- Associating voluntary organisations, governmental, public and private bodies to develop and maximise the effectiveness of voluntary organisations run by and for lesbians, gay men, bisexual and transgender people; and*
  - Promoting good practice within Member organisations.*

## Who we are looking for

**We firmly believe that our Board should be representative of our Member organisations and we are mindful that we lack Black, Asian and Minoritised Ethnicity / People of Colour representation on our Board.**

**With that in mind, we are particularly keen to hear from people with an understanding and appreciation of the specific issues faced by those who might experience racism, people, including from personal lived experience.**

We are also specifically seeking a trustee to undertake the role of treasurer. For this role, it is a desire that applicants will have some finance background and ideally a financial qualification/registration.

We are recruiting **two** new board members who can help support and drive forward our strategic vision over the coming years. You will bring curiosity, positivity, energy and a collaborative spirit to the trustee role. Most of all, you will share our ambition for a flourishing and diverse LGBT+ third sector.

Recruitment to the board of trustees is based on skills needed to carry out this governance role. We are committed to improving representation from under-represented groups throughout the organisation and we believe that the Board should be representative of our very diverse membership.

At least half of our Board must work or volunteer for a **member organisation**. We are very keen to hear from you if you work or volunteer for one of our [member organisations](#).

If you meet all or some of the following, we would love to hear from you:

- Understanding and appreciation of the specific issues faced by trans and non-binary people, including from personal lived experience.
- Passionate about the LGBT+ third sector with experience and motivation to support the needs of the wider LGBT+ community.
- Have a strong commitment to the vision, mission, values, and aims of the Consortium and have an understanding of, and commitment to, the role of infrastructure organisations.
- Ideally, networked in your field/sector and open on occasion to involving your contacts by facilitating introductions, for example.
- Strong analytical skills - the ability to spot issues, get to the heart of the issues, notice the details and consider financial consequences.
- Collaborative in your approach.
- Strategic thinker - able to anticipate future issues, imagine solutions and evaluate plans.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of voluntary sector organisations and of trustees.
- Strong communication skills and listening skills and willingness to speak your mind.
- A willingness to devote the necessary time and effort to their duties as a trustee, including a commitment and ability to attend Board meetings.

However, if you don't have any of these specific skills, please don't rule yourself out.

If you have not been a trustee before, please do not be deterred. We offer a range of support in your trustee journey including an induction, ongoing training opportunities and a 'buddying' system with an existing member of the Board. We are a friendly and approachable group of people. We do not always agree with each other, but we get along and our diversity - including diversity of views and perspectives - makes us a stronger team.

## The commitment

We hold **six** board meetings a year, typically for 2 hours on a weekday evening. We appreciate that our trustees have a range of other commitments, and we seek to be flexible about when meetings happen. However, trustees are expected to make every effort attend all board meetings, and to let our CEO and Chair know in advance if they are unable to attend.

Trustees need to allow enough time to prepare for meetings by reading board papers and doing any other preparatory reading, research or thinking. It is important that we are all able to engage fully and contribute to robust discussion and decision-making. We see ourselves as critical friends: we are supportive and positive, but it is also our role to challenge decision-making in a constructive manner in order to support Consortium's work.

We cover a great deal in board meetings, which means that we ask all trustees to read the papers and send through any questions in advance, wherever possible. This helps us keep good time in meetings and get more done. Meetings are typically held in London, but there are options for joining by video conferencing / phone. During Covid-19, all board meetings have been via video conferencing. In between meetings trustees also communicate via email, phone and video conferencing to sound ideas, ask questions and discuss issues.

Trustees are also expected to attend the Annual General Meeting each year. This is a great opportunity to meet our Members and celebrate Consortium's impact over the year. The AGM is held on a weekend day, typically in London although we are likely to have a hybrid arrangement for this year's AGM (November 2021) with remote-joining possible. Trustees are also expected to attend occasional training and away-days.

Our trustees champion Consortium's work. For example, trustees engage with Consortium on social media sharing posts where appropriate. We also ask that trustees do what they can to promote Consortium – for example, by facilitating introductions with connections.

New trustees will meet with the CEO for an induction before attending their first meeting and will also be 'buddied' up with an existing trustee for support. They will also have a one-to-one discussion with the Chair. On average, Trustees should be prepared to commit around **8 hours per month** of their time to their role on Consortium's Board.

You can read more about the existing Board [here](#).

## The role of trustees

Trustees are responsible for the governance and strategic direction of the organisation, and there are certain roles and responsibilities that all trustees are legally required to undertake. You can find out more from the Charity Commission [here](#). Trustees are expected to adhere to the [Nolan Principles](#).

As an overview, our trustees are responsible for:

- setting and maintain vision, mission and values;
- developing strategy together with the chief executive officer;
- ensuring suitable policies and documents exist;
- ensuring compliance with the governing document and charitable objects;
- ensuring compliance with the law;
- maintaining proper financial oversight;
- maintaining effective board performance including board appraisals;
- promoting the organisation and protecting its reputation;
- supporting certain recruitment activities of Consortium; and
- supporting the Chief Executive Officer.

Trustees can serve up to two terms (in exceptional circumstances this can be extended to a third term), and each term is three years. Trustees are unpaid roles; however reasonable travel and out-of-pocket expenses are paid.

A trustee of the Consortium is jointly and severally responsible for the overall governance and strategic direction of the charity. This means we are liable, as trustees, together as a Board but also individually. There are certain roles and responsibilities that **all** trustees will be required to undertake (although some may be delegated by the Board) to specific trustees. These are:

- **Leadership and ethos:**
  - To set, maintain uphold and regularly review the vision, mission and values.
  - To lead and direct the Consortium in fulfilling charitable objects and strategic aims.
  
- **Governance:**
  - To evaluate the performance of the trustee board.
  - To attend trustee meetings and read all relevant papers in advance.
  - To participate in committees and working parties as necessary.
  - To appoint a Chair and evaluate their performance.
  - To declare any conflict of interest while carrying out the duties of a trustee.
  
- **Constitutional & Legal:**
  - To ensure that the Consortium complies with the Memorandum and Articles of Association, and pursues its stated charitable objects.
  - To ensure compliance with the requirements of funders of the Consortium's work.
  - To ensure that legal, insurance and procedural employment requirements are met.
  - To be aware of and carry out any statutory obligations relating to a company limited by guarantee and registered charity.
  
- **Financial:**
  - To agree the annual budget, and review income and expenditure in relation to quarterly and annual management accounts.
  - To contribute to the fundraising strategy of the organisation.
  - To ensure compliance with appropriate financial procedures and regulations.
  - To act as a counter-signatory on charity cheques and any applications for funds.
  - To ensure the Consortium is properly insured against all reasonable liabilities.
  - To appoint appropriately experienced independent auditors, subject to approval by the Consortium's membership at the AGM.
  
- **Strategic Development:**
  - To use knowledge, skills or experience in which they have special expertise to help develop the organisation's strategy and work.
  - To actively contribute in developing a firm strategic direction for the organisation, formulating annual plans and longer-term strategies.
  - To monitor and review performance in meeting the objectives and priorities.
  
- **Representation:**
  - To promote the work of the Consortium to external parties such as LGBT+ voluntary and community groups, funders and the broader voluntary sector.
  - To safeguard and promote the values and reputation of the Consortium.
  - To represent the Consortium at functions, events and meetings (as appropriate).
  
- **Personnel:**

- To undertake appeals relating to the Probation and Disciplinary and Grievance procedures, including the election of a Disciplinary and Grievance Panel.
- To promote and adhere to the Equal Opportunities Policy.
- To offer advice and support to the staff team in areas of particular skill/expertise.

## How to apply

If you have a disability and require assistance, please let us know by contacting our CEO (email address below).

The closing date for applications is midnight on **Monday 4<sup>th</sup> October 2021**.

Interviews will take place digitally towards the end of the week commencing **11<sup>th</sup> October 2021**.

After interview, the successful candidate will be invited to attend a trustee meeting on. The final decision for appointment of new trustees rests with the Board as a whole and will be made at the end of that meeting. Candidates will be notified after the meeting by our Chair. Decisions must then be ratified by Members at the next AGM.

To apply, please complete an application form on our website [here](#) and provide the following supporting documents:

- A cover letter (of no more than two sides of A4), outlining why you think you're right to be a trustee of Consortium
- An up-to-date CV
- A completed Skills Audit Survey

Applicants will be shortlisted based on the information provided within their CV and cover letter. Interviews will be offered to those who are most suitable in terms of relevant experience and ability. It is essential, therefore, that you fully demonstrate in your CV and cover letter how you meet the eligibility criteria, giving specific examples as appropriate.

If, after reading this pack, you would like some more information, or want to get more of a sense of what we are about, please do contact our Chair Chris French on [chair@consortium.lgbt](mailto:chair@consortium.lgbt) or our CEO Paul Roberts on [paul@consortium.lgbt](mailto:paul@consortium.lgbt). Thank you for your interest in this incredibly important role – we really do hope you will consider being part of Consortium's amazing journey.

A copy of our privacy policy (which explains how we use and store your personal information) can be found [here](#).

## Inclusion Statement

*We particularly welcome applicants from underrepresented groups, including trans and non-binary people, people from BAME (Black, Asian, Minoritised Ethnic) communities, People of Colour, women, and people who are older (50+). We recognise the use of terms such as BAME/PoC reflect a diverse range of people and communities. We use it as inclusively as possible to reflect people from communities who experience racism.*

*Equity is crucial to the success of our team and work. We don't want any barriers to applying so if you want to discuss particular aspects of our approach, or get a better understanding of whether Consortium is right for you, then please contact Paul, our CEO, on [paul@consortium.lgbt](mailto:paul@consortium.lgbt)*