Trustee recruitment  
**Application pack**

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Published  
18th October 2024

# Introduction

METRO Charity is looking to recruit up to four new trustees to become part of the charity’s voluntary Board of Trustees (BoT). We have recently undertaken a BoT skills audit and have identified four key areas needed to strengthen our Board. We are looking to recruit trustees with expertise in at least one, or more, of the following areas:

* **Role 1:** Charity Governance and regulation
* **Role 2:** HIV expertise
* **Role 3:** Sexual and Reproductive Health expertise
* **Role 4:** Income diversification (corporate fundraising, individual giving, legacy giving, digital fundraising)

The charity is in a period of dynamic change. We have recently appointed a new CEO, who will be leading our operational teams and the BoT through a development phase, as we look to review our vision, mission, and purpose, and renew our organisational strategy. We are proactively seeking to become an anti-racist organisation, as well as working to support wider changes around our approach to EDI.

We want to create an environment in which intersecting identities are valued and represented across the team, especially in our senior roles while fulfilling METRO’s constitutional stipulation for majority LGBTQ+ identifying staff and trustee teams. This intersectionality includes, but is not limited to, people of colour, young people (aged 18-25), gay, lesbian, bisexual, trans, non-binary, gender-fluid and gender-diverse people, and people with lived experience of socio-economic inequities.

# Role description

As a trustee of METRO, you will play a vital role in ensuring that the charity is run in accordance with our mission, values, and goals. Trustees are responsible for overseeing the strategic direction and governance of the organisation. This is a fantastic opportunity to contribute to a cause that makes a real difference to communities across London and the South East.

**Time Commitment**

The expected time commitment for the role, is no more than 2-3 days per month, which would largely be for preparing for, and attending, the following schedule of meetings: 

* 6 x Board of Trustee meetings (2hrs)
* 6 x Sub-Committee meetings (1 hr)
* 2 x Board / Executive Team Away Days (6 hrs)

There may be other time commitments required, based on organisational needs e.g. to sit on interview panels for executive level posts.

# Responsibilities

## Overarching responsibilities

* Governance– to encourage high standards and promote the efficient and effective use of staff and other resources throughout the organisation.
* Strategic Leadership– to play an active role, alongside the Executive Team, in driving the strategic direction of the organisation, ensuring alignment with our vision, mission, and values.

## Key responsibilities

* Ensure that METRO Charity complies with its governing document, charity law, and any other relevant legislation or regulations.
* Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets, and evaluating. performance against agreed targets.
* Safeguard the good name and values of METRO Charity.
* Ensure the financial stability of the charity.
* Protect and manage the property of the charity and ensure the proper investment of the charity's funds.
* Appoint the CEO and monitor their performance.

## Terms

* The position of Trustee is unpaid.
* Trustees of METRO Charity will be appointed by the Board of Trustees.

# Person Specification

In addition to set criteria for the primary role you’re applying for i.e. role 1, 2, 3 or 4, you will also need to meet a minimum of four other criterion listed under the ‘Experience and Knowledge’ column, in the table below.

|  |  |
| --- | --- |
| Experience and Knowledge | Skills and Abilities |
| Knowledge of charity governance and regulation (Charity law, and legal and regulatory frameworks) | Commitment to the mission of METRO Charity |
| Experience of leading and/or feeding into organisational strategic vision; and entrepreneurialism & business development | Good, independent judgement and the ability to work effectively as a member of a team |
| Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship | Ability to commit time for board meetings, sub-committee meetings, annual general meeting, planning sessions, and other responsibilities of a trustee. |
| Financial management (budgeting, and cost control) | Fair independent judgement, and a willingness to think critically and speak up when needed. |
| Strategic financial management (forecasting against strategic goals) | Work in partnership with the Chair, CEO, Executive Team to support the organisation to reach its aims and objectives. |
| Income diversification (Corporate fundraising, individual giving, legacy giving, digital fundraising) |  |
| Understanding of the legal duties, responsibilities and liabilities of trusteeship. |  |
| Digital transformation (IT infrastructure analysis and/or implementation, AI & emerging technologies relevant to the health and social care sector) |  |
| Literacy around key diversity and equity issues e.g. race, gender, LGBTQ+, disability |  |
| Lived experience and/or professional knowledge of HIV and/or the HIV health and care sector. |  |
| Lived experience and/or professional knowledge of Sexual & Reproductive Health (SRH) and/or the SRH health and care sector |  |
| Communications (Marketing, branding, advertising, and PR) |  |
| Property and estate management |  |
| HR, Training, and Professional Development |  |

**How to apply**

* To apply, please send a supporting statement, of no more than 2 sides of A4, reason for wanting to become a METRO Trustee, outlining how your skills and experience meet the person specification. (Please use bullet points to help the panel know which criterion(s), you’re addressing).
* Please clearly state, which of the four roles you’re applying for:
  + **Role 1:** Charity Governance and regulation
  + **Role 2:** HIV expertise
  + **Role 3:** Sexual and Reproductive Health expertise
  + **Role 4:** Income diversification (corporate fundraising, individual giving, legacy giving, digital fundraising)
* Please send your supporting statement, and your CV to [volunteering@metrocharity.org.uk](mailto:volunteering@metrocharity.org.uk)
* Please complete a [Equality and Diversity monitoring form](https://forms.office.com/pages/responsepage.aspx?id=-NJ-6jqAp0OaL780_d2RykDatr-yr1lOm-oS-bRBo6xUREE1NVNFVFlFRzFBTFFHNlk5S0o3VFNTTS4u).
* Please submit your application by the 15th of November . Applications received after the deadline, will not be considered.

## For more information or if you would like to speak to someone about this role, please email: [Tony.wong@metrocharity.org.uk](mailto:Tony.wong@metrocharity.org.uk) (Tony Wong, CEO).