



Role Descriptor & Application Process Board of Trustees Member

Board of Trustees Member: A representative of the community to be the main force pressing the organisation to the realisation of its opportunities for service and the fulfilment of its objectives to the organisation's users, staff, volunteers, funders and wider community.

Job Title: Trustee
Reports to: The Board of Trustees
Remuneration: Voluntary (unpaid)

ENVIRONMENT

The Baytree Centre is an educational charity for women and girls based in the heart of Brixton, London serving economically deprived and otherwise vulnerable local families through delivering educational services for women and girls. The Baytree Centre was set up in the late 1980s by local people to respond to the community's needs in the face of poverty and social unrest. The Baytree Centre started its work when a group of mothers from the area approached Father Hugh Thwaites, a local Catholic priest, for support. Inspired by Catholic Social Teaching, we address poor housing conditions, homelessness, lack of language and basic skills and other barriers that can prevent our women and girls and their families from thriving.

The Baytree Centre's education and support programmes are flexible and designed to meet the needs of local residents. The services we have developed with and for our clients focus on education, training, and employability skills to enhance confidence and self-esteem, promote aspirations and opportunities, and to improve the lives of migrants and refugees.

Baytree has three main areas of service:

- **Our Women's Service** comprises of an intensive coaching service for women aiming to move participants from poverty to economic self-sufficiency and improve their family life based on the 5 pillars of social mobility: education, work, wellbeing, family stability and finance.
- **The Women's Service** education team provides literacy and embedded English as second language (ESOL). Additionally, the coaching team provide 1-1 goal focussed coaching based on the 5 pillars of social mobility, Information, Advice & Guidance (IAG) and integration activities.



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- **Our Youth Service** is committed to providing a safe, supportive space for girls, aged 6-20 years, to develop academically and personally. Our wide variety of positive activities offer young women the opportunity to cultivate the key skills they need to build a brighter future for themselves, their families and their community. Character development is embedded in all our work and we co-produce the activities with the girls to ensure that the activities are always relevant to the girls' needs and goals.
- **Our Volunteer Service** plays an essential role in Baytree. Every year we count on the help of approximately 250 volunteers, who offer mentoring and befriending support and help run our numerous clubs and activities.

All projects combine education with one-to-one mentoring. Social mobility mentoring gives women and girls the tools to identify and overcome their specific challenges and improve their life chances. The Baytree Centre's approach ensures that women and girls recognise their own worth and take concrete steps to build a bright future for themselves, their families and their communities.

Our impact to date is the positive life changes we have seen in the lives of our service users:

- our women have improved their literacy levels thereby facilitating their integration and access to local services, further education and the job market as well as developing their skills to better support their children's education.
- our girls have been supported to improve their academic results, raise their confidence and aspirations, and access better opportunities.
- local residents have been supported to develop skills through volunteering.

We have strong links with the local community, teachers and social services. Our users find us through word of mouth (80%) or referrals from local statutory and charitable agencies (20%).

Our work continues to address new and changing needs and serve new communities that have moved to Brixton since the 1990s. COVID19 has increased the level of needs of our women and girls. We have had to quickly adapt our services and our method of delivery to ensure that we keep supporting women and girls at a time when they need us most. Through our excellent track record with funders, local charities and trusted institutions; the dedication and passion of our staff; and the unflinching support of our volunteers, we have managed to continue the important work of the Baytree Centre despite severe funding cuts and a declining funding environment.



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RESPONSIBILITIES

Planning

- Approve the organisation's mission statement and review the staff's performance in achieving it
- Annually assess the changing environment and approve the organisation's one-year plan
- Annually review and approve the organisation's one-year strategy
- Review and approve the organisation's five year financial goals
- Annually review and approve the organisation's budget
- Approve major policies

Organisation

- Recruit, appoint, evaluate, monitor, appraise, advise, stimulate, support, reward and if necessary or desirable, change the Chief Executive of the organisation.
- Regularly discuss with the Chief Executive matters that are of concern to him/her or to the Committee
- Be assured that management succession is being properly provided
- Be assured that the organisational strength and staffing is equal to the requirements of the long range goals
- Approve appropriate salaries, terms and conditions of service for all staff
- Put forward names of prospective members of the management committee and fill vacancies as needed
- Annually approve the staff's work plans and review their performance
- Annually approve the performance of the Board of Trustees and take steps (including composition, organisation and responsibilities) to improve its performance

Operations

- Review the results achieved by the staff team in relation to the organisation's aims and objectives, annual and long range goals and the performance of similar projects



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- Be certain that the financial structure of the organisation is adequate for its current needs and its long range strategy
- Provide candid and constructive criticism, advice, comments and praise
- Approve major actions of the organisation, such as capital expenditure on all items over authorised limits and major changes in activities and services.

Audit

- Be assured that the Board is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations
- Be assured that published reports adequately reflect the nature of the services and the financial condition of the organisation
- Ascertain that the Chief Executive has established appropriate policies to define and identify conflicts of interest throughout the organisation and is administering and enforcing those policies
- Appoint independent auditors subject to approval by members
- Review the compliance with relevant laws affecting the organisation

Time Commitment

- The Board meets at least six times a year
- In addition to Board meetings, availability for other events and ad hoc activities will be expected. Trustees are expected to respond to emails and texts messages promptly.



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Vision

All women and girls achieve their potential and lead fulfilled lives.

Mission

We inspire and support women and girls to gain the skills, confidence and wisdom they need to thrive in life, work and family.

Baytree's unique approach provides the accompaniment, programmes and opportunities that empower women and girls. By supporting the women in our community, we aim to improve economic and social inclusion for them and their families.

Values

- Love & Respect
- Person-Centered & Family Oriented
- Safe & Welcoming
- Professional & Trustworthy
- Collaborative & Positive

Core Principles *(Our principles inform how we live out our mission)*

Our core principles are based on Catholic social teachings and inspired by Saint Josemaria. They inform how we live out our mission, promoting and upholding:

- the personal freedom and responsibility of every individual.
- the dignity of each person from conception to natural death and their entitlement to be treated with love and respect.
- the importance of the family in creating a strong society.
- that women hold a central role in the family and so helping women flourish will also help families and society flourish.
- the empowerment of women through equal access to opportunities.
- that skills and personal development are anchored in strengths of character and a strong moral compass.
- the value of work done well and of attentiveness to the little things as a service to all.



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APPLICATION PROCESS

We would be particularly interested to receive applications from candidates with corporate partnership/philanthropy experience as well as applications from individuals with a communications and education background.

The application process is as follows:

- To apply for the role please send an up-to-date CV and a covering letter addressing the questions set out below to trustees@baytreecentre.org.uk by the deadline. Please name the title of your email "Application for Trustee Role".
- Deadline for applications is **9th November 2023**. Applications received after this deadline may not be accepted.
- Shortlisted candidates will be contacted for an interview within two weeks of the closing date.
- Ideally the interviews will be conducted face to face at The Baytree Centre or alternatively we are prepared to interview via Zoom or Teams.

Application Questions:

Part A: Please state how you meet the requirements for this role and give any other information that supports your application.

Part B: Please explain what your key motivations are for applying for this role. Within your response please demonstrate your understanding of The Baytree Centre's core principles which are based on Catholic social teachings, how these principles make it unique and how you can uphold them in this role.