



VSO International Board Trustee

Candidate Pack

Role Title: VSO Trustee (VSO International registered in the UK and the Netherlands)

Salary: Unremunerated, a volunteer role (reasonable receipted expenses reimbursed)

Term: a fixed term of 3 years with the option to extend for 3 years (normal service is for 6 years).

What are we looking for?

VSO is a People based organisation; lots of people, all different, we practise inclusion as part of our Volunteering for Development approach, and we are now looking for up to six new people to join us.

The successful candidate will be:

- A trustee and a director of VSO (VSO registered in the UK as a charity with the UK Charity Commission for England and Wales and VSO International registered in the Netherlands as a Stichting (Foundation))
- A member of a Board Committee (Governance and Audit and Risk) or Board Member of a subsidiary (VSO Ireland, VSO USA, VSO Tanzania, VSO Malawi)

Our trustees contribute alongside our primary actors, our project delivery teams, employees and volunteers, our global team of employees, and our partner organisations, to generating a fair world for everyone. The trustee role in this is one of governance and leadership.

The current International Board has 7 Trustees, and you can read about them on our website [here](#).

Person Specification

We are looking for candidates who will strengthen VSO capability through applying their skills and knowledge of:

- ❖ Competitive Commercial global complex business and operating models with a variety of income streams, Finance, Strategy, HR,
- ❖ Communications, Marketing, Reputational Management and social media.
- ❖ Digital, data analytics and Insight.
- ❖ IT/ Digital planning and implementation across multiple systems, including cyber security in a global operating model.
- ❖ Youth advocacy, youth outreach and engagement
- ❖ International Development

Given we work, recruit and deliver our programmes globally, we are keen to encourage applications from candidates based internationally, especially in Asia, Africa, and Europe, including Ireland.

We work with young people, and we are looking to ensure our board includes professionals with experience in Youth advocacy, youth outreach and engagement.

VSO is particularly interested in welcoming applications from those who can relate culturally to the combination of people, place, and community of the primary actors with whom we work to bring about lasting change through the transformational power of volunteering for development.

Our VSO Global Operating Model is “digital first”, so all applicants will need to be comfortable with operating effectively in the digital space - building relationships, access information, and communicating with others.

The ideal candidate will be able to demonstrate:

- ✓ A commitment to VSO’s mission, values and objectives.

- ✓ An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- ✓ A proven track record of demonstrating integrity, sound judgement and effective decision making.
- ✓ A track record of commitment to promoting inclusion; equality and diversity.
- ✓ Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.
- ✓ Demonstrable experience of working in a strategic role in a complex and multi-faceted environment.

What is the role of a Trustee?

With other trustees, to hold VSO 'in trust' for current and future beneficiaries by:

- Ensuring that VSO is aligning all its resources towards achieving VSO's vision, purpose, strategy, and operating plan.
- Being responsible for the performance of VSO and for its corporate practice.
- Ensuring that VSO complies with all legal and regulatory requirements and in particular, the Guidance of the Charities Regulator in England and Wales, and Ireland.
- Acting as guardians of VSO's assets, both tangible and intangible, taking all due care over their security, deployment, and proper application.
- Ensuring that VSO's governance is of the highest possible standard.
- Working in partnership with other VSO Trustees, with the VSO Executive and the trustees and directors of VSO subsidiaries.
- Ensuring that VSO follows appropriate practice and professional standards in its external positioning, income generation, fundraising and programme delivery.
- To ensure that the operational plan and budget supports the execution of the VSO strategy and operating plan.
- To monitor progress against the key measures from the operational plan and budget
- To hold the executive accountable for the achievement of the organisation's goals
- To ensure that VSO's organisational values are upheld in the delivery of its objectives.
- To ensure that VSO has satisfactory financial control systems and procedures, and to review the level of risk annually.
- To safeguard VSO's reputation, and other intangible assets
- To promote and develop the charity for it to grow and maintain its public benefit.
- With the Chair, to regularly review the Board's performance and your own performance as a Trustee.

Main Tasks of a Trustee to enable effective fulfilment of the role.

- To work as a team member and support the work of the VSO Board and VSO overall.
- To attend board meetings, having read relevant papers, and be prepared to contribute.
- To respond promptly to email, telephone, and other digital communication from the Chair, executive or other trustees.
- To support the executive when requested, sharing expertise, as appropriate.
- To be prepared to act as a spokesperson or attend events for VSO when asked by the Chair or executive.
- To avoid conflicts of interest and to raise and deal with any conflicts or differences of opinion in a cooperative and constructive manner.

Trustee Accountability

As the VSO Board is responsible and liable for the governance and functioning of the charity, it is accountable in varying degrees to a variety of stakeholders, including primary actors, funders, the Charity Regulator(s), Companies Registration Office and other regulators. Furthermore, there is a growing demand within the sector and the wider public for charities to be open and accountable for their actions and inactions. Trustees need to consider the wider implications of the decisions they make, and to communicate widely the formal reasons behind such decisions or actions. Above all else, Trustees must adhere to any legal and regulatory requirements applicable to the charity's activities.

All Trustees should be aware of, and understand, their individual and collective responsibilities. For example, a Trustee is expected to be able to read the financial accounts to a level that they can ask questions and comprehend answers of a general nature and to ask if she or he needs support in this area.

Statutory Duties of a Trustee

- Duty of trust.
- Duty to comply with the charity's governing document and the law be able to explain how all the charity's activities are intended to further or support its purposes.
- Duty to ensure your charity is carrying out its purpose for the public benefit.
- Duty to act in the best interests of the charity, present and future beneficiaries; dealing with and avoiding conflicts of interest; making balanced and adequately informed decisions, thinking about the long term as well as the short term.
- Duty to safeguard assets; and act with reasonable care and skill, taking appropriate advice when you need to, taking time to prepare for meetings and participate.
- Duty not to benefit from their position.
- Duty to act personally.
- Duty to act collectively.
- Duty to manage charity's resources responsibly, implement appropriate financial controls, keep accounts, and manage risks, exercise the duty of prudence and sound judgement.
- Since VSO is a company limited by guarantee, and claims UK tax relief and exemptions, trustees (directors) also have specific legal duties under the Companies Act 2006, Finance Act 2010, Statement of Recommended Practice – Accounting and Reporting by Charities (SORP).
 - Further information is available [here](#).

Time commitment:

With a “digital first” operating model, we are embracing the digital approach and are looking for trustees who will be present in this space. We expect the overall time commitment to be the equivalent of up to a day a month. This will be spread across various activities, including ad hoc conversations, preparation for board meetings, event attendance, etc.

Below is a breakdown of key expectations:

- Our Board meets quarterly, 4 meetings a year with three meetings held virtually and at least one held face-to-face (March, September, December, July)
- A face-to-face meet-up is a once-a-year event in London. We are conscious of the climate emergency and want to limit travel in line with our “digital first” approach.
- Additionally, Trustees will be a member of one sub-committee – either the Audit & Risk Committee or the Governance Committee – alternatively, Trustees can join one of our subsidiary boards (VSO Ireland, VSO USA, VSO Tanzania, VSO Malawi).

- Both committee and subsidiary meetings normally meet three to four times a year for up to two hours virtually.
- We hold two or three annual events involving some engagement with the VSO portfolio of work and learning and compliance activities, which are held virtually.
- Meeting preparation – reading and engaging with executives/other trustees.

All Trustees will be offered an opportunity to meet with a buddy from within the Board and engage with the executive team for induction upon appointment. They will also receive ongoing training to remain up to date with their duties and responsibilities and the environment in which they operate.

How can I express my interest and apply?

This recruitment process is being led by the VSO Board of Trustees. Alongside your CV, please prepare a personal statement introducing yourself and providing details of the qualities, skills and experience you can bring to this position. Please ensure that your statement is one page at maximum. You can also share with us your LinkedIn profile. All shortlisted applicants will be invited to take the VSO values test.

For more information, please contact our advising consultant, Jennifer Horan at Peridot Partners, who can be contacted at jennifer@peridotpartners.co.uk

You can view all VSO policies and statements [here](#).

VSO Zero Tolerance [Statement](#)

VSO has zero tolerance of abuse and exploitation of vulnerable people. We expect all our employees/volunteers to ensure we are protecting children, young people and vulnerable adults from harm and abide by our safeguarding policy committing to VSO's vision and values