

Board of Trustees

Thank you for your interest in supporting Gendered Intelligence

Gendered Intelligence is looking to extend the skills and knowledge base of the current Board of Trustees.

We are currently recruiting for three new trustees.

Any successful applicants will need to have an in-depth knowledge about the history of, and the issues that affect trans, nonbinary and gender diverse people and our communities in the UK. They will also need to have a strong commitment to the values and mission of Gendered Intelligence.

This pack contains information to help you decide if you would like this role; and tells you what to do, if you decide you want to apply.

Particular areas of expertise

Whilst we are looking for trustees with a broad range of skills, we are particularly interested in finding people with skills and experience in the following areas:

- Strategic and senior practitioner experience of working with marginalised communities
- Chartered Management Accountancy
- Income generation, marketing and scaling-up initiatives of fee-paying enterprise

Commitment

We currently hold six Board meetings a year and occasional ad hoc meetings as deemed necessary (for example to consider the organisational response to the Covid-19 crisis). We will also be setting up Board sub-committees to facilitate specialist areas such as finance and marketing. In order to facilitate availability to each meeting, to read all necessary paperwork for the meetings, and to be available to advise in your area of expertise, we consider that successful candidates should be able to commit to being available for a minimum of 10 hours per month.

Appointments are for an initial three-year term, renewable for one further term, in the case of Board officials.

What is in this pack:

1. Diversity statement
2. Pre-application support
3. Application process & timeline
4. Gendered Intelligence – organisational background
5. Role descriptions

Separate documents:

6. Additional information
7. Diversity monitoring form

1: Diversity

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities. Our policy is to encourage trans people, in particular trans-feminine spectrum people, disabled people and people of colour to apply. We aim to create a positive working environment for all staff, and are working towards a diverse workforce. To support this aim, in 2019 we established a Diversity Working Group to help identify specific areas for improvement. The resulting Action Plan has been approved by our Board. Our staff and Trustee team are working on ways to support existing colleagues, and to attract individuals from all sections of the community.

We recognise that people from different communities may gain skills in different ways, and where the person specification below refers to formal qualifications, we will view equivalent, relevant experience in a positive light. As part of our commitment to increasing diversity, we have included an Equal Opportunities monitoring form with this pack, which is not mandatory, but we hope you will complete.

2. Pre-application support

Detailed information about the trustee roles are available below (Section 5). Please read this information carefully, and contact us if you have any queries, via one of the following routes. These are optional, and do not form a mandatory part of the process.

- If you would like to have a discussion prior to making an application, please get in touch with either our Chair, Chryssy Hunter or our Secretary Skip Koehler via trusteerecruitment@genderedintelligence.co.uk
- In addition, we are offering all interested candidates the opportunity to meet informally (online) with our CEO, Jay Stewart. Slots are available on Monday 18th October (early evening) and Thursday 21st October (morning). If you would like to take up this offer please contact recruitment@genderedintelligence.co.uk by 9am on Friday 15th October.
- If you have any practical questions about the process itself please contact recruitment@genderedintelligence.co.uk

More information about being a Trustee, including a checklist to confirm that you are eligible is available [here](#).

Training and support will be provided to successful candidates to ensure that all responsibilities can be met.

3. Application process & timeline

A: Submission

If you decide to apply, please provide

- A cover letter setting out why you want to support GI, what you could bring to the Board and how you fulfil the functions of the role listed below.
- An up-to-date CV

Please provide the above two documents in Word not PDF format, so they can be anonymised.

- Details for two referees & any reasonable adjustments required for the interview (Section 6, separate document)
- Diversity Monitoring Form (Section 7, separate document) – this is optional

Send the above to recruitment@genderedintelligence.co.uk by the deadline below.

Please note that as GI works with young people it is our policy that in addition to references, Trustees are subject to a DBS check. Having a conviction will not necessarily prevent you from being a Trustee for GI: we would look at the relevance of the conviction to the role and make an individual assessment.

B: Timeline

Deadline for submission of applications: 9am on Monday 8th November 2021

Applicants will be informed by: Friday 12th November as to whether their application will be taken forward.

Shortlisted candidates will be invited to a two-step interview process:

A meeting with the CEO on the afternoon/early evening of either Monday 15th or Thursday 18th November.

A meeting with the Trustees in the early evening of either Tuesday 23rd, Wednesday 24th or Thursday 25th November.

If you are unavailable at any of these times please let us know when you apply.

Those invited to be on the Board will be asked to observe our next Board meeting on 3rd February 2022.

4: Gendered Intelligence – organisational overview

Gendered Intelligence is a Registered Charity in England and Wales that is committed to the idea that everyone can be more intelligent about gender. Our vision is of a world where people are not constrained by narrow perceptions of gender and where diverse gender expressions are visible and valued. Our mission is to increase understandings of gender diversity and to improve the quality of life of trans people, and young trans people in particular. All of our varied activities are focused on supporting this mission.

BACKGROUND

Our work began in 2006, with a Wellcome Trust grant to run a performing and visual arts project. *Sci:identity - What's the science of sex and gender?* involved a group of young trans and gender questioning people from across the UK. Gendered Intelligence was established in 2008, initially as a Community Interest Company, becoming a Registered Charity in 2019. Whilst our work still includes strong links to the arts, it is much broader now.

AIMS

Gendered Intelligence aims to:

1. Increase the quality of trans people's life experiences, especially those of young trans people
2. Increase understandings of gender diversity

ACTIVITIES

We work with trans, non-binary and gender diverse communities and those who impact on trans lives, including parents/ carers, teachers, policymakers, employers, service providers and other organisations.

Our activities are structured around three departments:

- Youth and Communities Services
- Professional and Educational Services
- Public Engagement and Central Support Services

The areas are closely interlinked, with regular communication between staff: a number of colleagues work across different teams. We believe this shared learning provides a major benefit for all individuals who use GI services whether young people, family and carers, members of the public or professionals in their working lives.

ETHOS

We are a trans-led organisation with a core of skilled, trained and experienced staff, supported by a diverse and vibrant body of volunteers, who are especially active within Youth Work and Public Engagement. We are all committed to being professional, positive and passionate about our work. We want to play a substantial part in encouraging the cultural shift needed to gain understandings of trans and gender variant lives. We place trans people at the heart of our organisation and we believe that a key way to improve the quality of trans people's lives is to educate the people around them about gender diversity.

For more information see our Annual Report and Financial Statement for 2019-20.

5: Role description

We are looking for 2 general positions (Role A) and a treasurer (Role B).

| Role A: | Trustee |
|------------|--|
| Reports to | Chair/Charity Commission/Company House |
| Function | Regulatory Compliance |
| Location | London/ Remote |
| Hours | Voluntary, but Trustees are expected to commit to a minimum of 10 hrs per month. |

A1: Purpose of the role

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity by:

- directing and overseeing activities undertaken by board members
- delivering its objects
- guiding ongoing strategic direction of the charity

A2: Essence of the role

The Board of Trustees manages the effective running of the charity through:

- **Organisational purpose:** The Board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.
- **Leadership:** Every charity is led by an effective Board that provides strategic leadership in line with the charity's aims and values.
- **Integrity:** The Board acts with integrity, adopting values and creating a culture which help achieve the organisation's charitable purposes. The Board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.
- **Decision-making, risk and control:** The Board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
- **Board effectiveness:** The Board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- **Diversity:** The Board's approach to diversity supports its effectiveness, leadership and decision-making.

A3: Essential Skills and Knowledge for the role

The role will require:

- An understanding of trans, non-binary and gender diverse people, especially young trans people
- An understanding of the not-for-profit sector
- Understanding of equality and diversity issues

- Ability to use your skills and knowledge to support the delivery of direct services
- Ability to work in a team and engage in discussions and productive debates
- Analytical thinking
- Willingness to get involved

A4: Key Accountabilities and Responsibilities

Being a trustee means you will be responsible/accountable for the following activities of GI:

- Planning:
 - Approving mission statement
 - Reviewing strategic direction and Business Plan
 - Approve and review budget
 - Approve policies and procedures
- Organisational
 - Monitor salaries, terms and conditions of staff
 - Support the recruitment of key management staff as required
 - Approve departmental work plans
 - Make sure GI meets regulatory requirements as specified by the Charity Commission and UK law, e.g. safeguarding, Health and Safety, Data Protection etc.
- Operations
 - Review performance of each department
 - Review/monitor income and expenditure
 - Provide advice, positive challenge, praise
 - Approve spending within defined limits and for any major developments
- Audit
 - Appoint independent auditors to provide clear and accurate reports as required by the Charity Commission
 - Be assured that published reports are accurate, reflect services and meet the requirement of funders and donors
 - Review compliance with all regulatory requirements

| Role B | Treasurer to Trustees |
|----------------------|--|
| Reports to | Chair/Charity Commission/Company House; Collaboration with CEO |
| Function | Financial Compliance |
| Location | London/ Remote |
| Hours of Work | Voluntary ,with the expectation to commit to a minimum of 10 - 15 hrs per month. |

B1: Purpose of the role

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity. As Treasurer, in addition to the expectations of the general role (Role A, above) you will hold overall accountability for:

- ensuring the financial affairs of the organisation are conducted within legal requirements accounting conventions and good practice

- working in partnership with the CEO, Director of Public Engagement and Central Support Services and the accountancy firm to ensure the financial viability and development of the organisation.

B2: Essence of the role

- Ensure the Board develops a long-term financial strategy for the organisation with objectives which can be monitored
- Ensure appropriate financial systems and procedures are in place (to enable all stakeholders to access the appropriate information)
- Ensure appropriate budget/financial goals are set within the resources available to the organisation.

B3: Essential Skills and Knowledge for the role

The role will require:

- knowledge of financial requirements with specific reference to Charity Commission and Companies House
- Ability to communicate these requirements to trustees and operational managers
- Collaboration with Senior Leadership Team at GI

B4: Key Accountabilities and Responsibilities

As the Treasurer you will be directly responsible for:

- ensuring the committee fulfils its financial responsibilities
- ensuring proper systems for budgeting, financial control, insurance, and reporting
- keeping Board members informed and assured on the organisation's financial status by carrying out extra scrutiny of finance activity through received management accounts and written reports, at least on a quarterly basis
- communicating with relevant staff and other Board members to maintain a clear picture of the financial health of the organisation
- ensuring compliance with Inland Revenue and Customs and Excise (VAT) requirements as appropriate
- ensuring financial reports are comprehensible and properly discussed
- ensuring financial reports are provided in the proper format and at the proper time, as required by other bodies in law, e.g. SORP requirements
- guiding the appointment of auditors or independent examiners
- reviewing and agreeing end of year financial report for the charity

B5: Technical/Professional Expertise

In addition to the General Trustee Responsibilities, the role will require:

- a knowledge of financial accounting and reporting procedures
- the ability to communicate financial information to those who may have little or no financial background
- hands-on book-keeping skills/knowledge
- strategic financial planning skills
- knowledge of charity accounting requirements