

SEXPRESSION:UK

Trustee & Chair Elect Recruitment Pack

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1. Introduction

Thank you for your interest in joining the Trustee Board of Sexpression:UK. Founded initially in 2000 and gaining charity status in 2016, Sexpression:UK works to provide relationships and sex education (RSE) to young people across the UK.

This is an exciting time to join the Board of Trustees of Sexpression:UK as we look to build for the future of the organisation with the development of a new organisational strategy. With the appointment of four new trustees in 2020 we are developing into a forward thinking, proactive Board and are looking for a new trustee and a chair elect to help us continue that process. With the introduction of statutory RSE in secondary schools in England in September 2020, Sexpression:UK has an important role to play in ensuring that all young people are able to access high quality, comprehensive RSE.

We are looking for one new trustee to join the existing Board immediately as well as a Chair Elect who will take over when our current Chair of Trustees steps down in June 2022. For the new trustee we're especially (but not exclusively) looking for individuals with either secondary education management, quality assurance or data management experience although we are keen to hear from anyone who feels they have the passion and determination to help drive the charity forward. For the position of Chair Elect we are looking for an individual with strong experience in charity governance and leadership, and an understanding of the RSE sector is desirable but not essential as this can be gained during the handover period.

The roles of Trustee and Chair of Trustees are of vital importance to the running of Sexpression:UK and having a strong and active Board is essential for us as we build on recent successes and develop our offering for the public benefit.

We hope you decide to apply for one of these roles and look forward to hearing from you.



Eleanor Cochrane | National Director



Matthew Williams | Chair of Trustees

2. Advert

ROLE: **SEXPRESSION:UK TRUSTEE & CHAIR ELECT**

Commitment: Four Board of Trustees meeting a year (usually conducted online), attendance at the Sexpression:UK General Assembly in March or April, attendance at the annual National Committee handover in May or June each year, optional attendance at the Sexpression:UK National Conference in October or November, plus support to volunteer National Committee members in between meetings. Average time commitment around 5 hours per month.

Additional time commitment likely to be needed for Chair Elect both during the handover period and after taking over from the current Chair. Average commitment around 10 hours per month.

Duration: Two-year term (with possible extension to a maximum of three terms)

Location: Remote with occasional in person meetings across the UK

Remuneration: The role is not accompanied by any financial remuneration although reasonable expenses may be claimed for attendance at in-person meetings

Are you passionate about using your skills and expertise to help support and develop a UK-wide relationships and sex education charity?

Sexpression:UK provides high quality, comprehensive relationships and sex education workshops to young people between the ages of 11-18 in schools and youth groups. We operate across the UK through our unique network of affiliated branches and volunteers based at universities and students' unions in 26 towns and cities from Aberdeen to Southampton.





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You will have strong empathy with our mission to educate and empower young people to make individual, informed decisions about their bodies and their health. You will be committed to using your expertise to contribute to the future development of the charity and to ensure high quality governance.

We particularly welcome applications for the Trustee role from people with experience in secondary education management, quality assurance or data management. Applications for the Chair Elect role are sought from individuals with a strong background in charity governance and leadership with an understanding of the relationships and sex education sector being an additional desirable criteria but not essential for a successful application.

Sexpression:UK is committed to ensuring that all candidates are considered fairly based on their performance against the person specification. This ensures that we recruit the best candidates for the role irrespective of their background, socio-economic status, gender, ethnicity, disability status or sexual orientation.

How to apply

To apply, please submit your CV and a supporting letter (maximum 2 pages) that includes the following:

- Your motivations for applying for the role of Sexpression:UK Trustee or Chair Elect (please specify which role you are applying for in your application).
- A detailed explanation about your suitability for the role with specific focus on how you meet the criteria set out in the person specification for the role

Applications must be submitted to chair@sexpression.org.uk no later than 23.59pm on Sunday 28th November 2021.

If you wish to arrange an informal discussion about the role before applying then please contact chair@sexpression.org.uk.

3. About Sexpression:UK

Sexpression:UK is a charity registered in England and Wales (1166559) and Scotland (SC047637) with the goal of empowering young people to make decisions about relationships and sex by running informal and comprehensive relationships and sex education workshops in the community. We take a 'near-peer' approach to these sessions which are facilitated by university students and as a charity we are entirely run by volunteers.

Founded in 2000 as a pilot study at University College London exploring the benefits of peer-led relationships and sex education, Sexpression:UK developed into a nationwide unincorporated association starting with the addition of a branch in Edinburgh. The organisation operated with no official structure until the attainment of Charitable Incorporated Organisation status in April 2016. Since then, Sexpression:UK has been governed by the Board of Trustees who delegate responsibility for the day-to-day management to an elected National Committee of student volunteers.

Sexpression:UK now works in 26 university towns and cities throughout the UK. Over 750 volunteers provide around 250 workshops and work with around 6000 young people each year as well as on campus projects. We provide sessions covering the full range of the new statutory RSE curriculum including bodily changes, sex and the media, sexual orientation and gender identity, healthy relationships and consent.



SEXPRESSION:UK VISION AND VALUES

VISION

Sexpression:UK aims for a society in which young people are able to access reliable information about relationships, sex and sexuality; where youth are free from STIs, and unwanted pregnancy; and where they are empowered to make individual, informed decisions regarding their bodies and their health.

VALUES

Neer-Peer: Because university students are closer in age to the young people than their teachers and parents, our near-peer teaching encourages young people to participate.

Empowering: Young people's individual beliefs are respected, and our teaching helps young people to act on them. We also encourage young people to respect the beliefs of others.

Informal: Young people learn best and are more likely to make informed decisions about sex and relationships if they participate in discussions rather than being lectured.

Comprehensive: Young people should be informed about all aspects of their sexual and reproductive health.



4. Role Description - Trustee

The Board of Trustees are ultimately responsible for governance of the charity. The most effective Boards are those which benefit from individuals from a diverse range of backgrounds, experiences and skills working collaboratively together to further the aims of the organisation. As a trustee you will work with the rest of the Board to ensure that the fundamental responsibilities of trustees are being completed. You will be responsible for setting the vision, values and mission of the organisation and developing a long term strategy which ensure the charity continues to provide a public benefit.

As a trustee, you will attend quarterly Board meetings and be required to attend the annual General Assembly held in the second term of the academic year and the annual National Committee handover which takes place during May or June. You will contribute to setting the direction of the charity, ensuring good governance and providing support and constructive criticism to the elected volunteers who form the National Committee. You would be expected to, within reason, provide support to National Committee members in between the Trustee Board meetings.

The statutory duties of a trustee are to:

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable

To take on the role you must meet the legal requirements for being a trustee including:

- You must be at least 16 years old
- You must not be disqualified from being a trustee. Reasons include:
 - being disqualified as a company director
 - having an unspent conviction for an offence involving dishonesty or deception
 - are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
 - have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement



5. Person Specification - Trustee

EXPERIENCE

- **Essential**
 - Evidence of successfully working in a leadership or governance role (this could be through work or voluntary experience)
 - A proven track record of sound judgement and effective decision making
- **Desirable**
 - Experience of successfully dealing with strategic issues, including interpretation of complex information and business planning
 - Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
 - Relevant professional experience in secondary education management, quality assurance or data management

KNOWLEDGE AND SKILLS

- **Essential**
 - Knowledge of the effective governance of organisations (public, private or third sector)
 - A good knowledge and understanding of the statutory responsibilities of trusteeship and the relevant legislation
 - Good independent judgement and vision
 - An ability to work effectively as a member of a team
 - Preparedness to make recommendations to the board and a willingness to offer an opinion in a constructive manner
 - Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels
- **Desirable**
 - An understanding of the relationships and sex education sector
 - An understanding of the respective roles of the Chair, Trustees and the National Committee



VALUES AND ATTITUDES

- **Essential**

- A strong and visible passion and commitment to the charity and its strategic objectives and cause
- A leader on equality of opportunity who values diversity and removes barriers to equality
- Ability to commit the time required to conduct the role well, including traveling to and attending events out of office hours
- Willingness to be available to the National Committee for advice and enquiries on an ad hoc basis
- Ability to be decisive and to lead and guide others in decision making processes in order to get things done

- **Desirable**

- A creative and innovative thinker with the ability to drive positive change



6. Role Description - Chair Elect

In addition to recruiting for a new Trustee to start immediately we are also recruiting for a Chair of Trustees Elect who will take over the role in June 2022 following a period of handover from the current Chair of Trustees. The successful candidate will be invited to all Trustee Board meetings following their appointment but will not officially become a Trustee of Sexpression:UK until they take over the role of Chair of Trustees.

The Chair of Trustees holds the same responsibilities for the governance of the charity and the execution of the statutory duties of a trustee as the rest of the Board however there are additional responsibilities for the Chair.

Principal Responsibilities of the Chair of Trustees include:

- Providing leadership to the Charity and its Board, ensuring maximum impact for its beneficiaries
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity
- Ensure that the Board fulfils its responsibilities to ensure financial health of the charity with appropriate systems and risk management
- Ensure that the governance arrangements are working in the most effective way for the Charity
- Chair meetings of the Board of Trustees effectively and efficiently whilst bringing impartiality and objectivity in decision making
- Work closely with the National Director to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees
- Monitor that decisions taken at meetings are implemented.
- Encourage positive change where appropriate and address and resolve any conflicts within the Board
- Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively and which also reflects the wider population
- Ensure regular contact with the National Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges



7. Person Specification - Chair Elect

EXPERIENCE

- **Essential**

- Evidence of successfully working in a leadership role within the third sector
- Previous experience as a charity trustee
- A proven track record of sound judgement and effective decision making
- Experience of chairing meetings

- **Desirable**

- Previous experience as Chair of a Board of Trustees
 - Previous experience of providing support and mentoring to a Chief Executive, Charity Director or similar role
 - Evidence of successfully leading an organisation through change and development and of providing strategic advice and sound judgement on complex issues
 - Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
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KNOWLEDGE AND SKILLS

- **Essential**

- Knowledge of the effective governance of third sector organisations
- A detailed knowledge and understanding of the statutory responsibilities of trusteeship and the relevant legislation
- Good independent judgement and vision
- An ability to successfully lead and develop a strong team
- Able to ensure trustee team members remain engaged and feel supported in providing ideas and constructive challenge about the running of the charity
- Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels
- Good working knowledge of charity finance issues

- **Desirable**

- An understanding of the relationships and sex education sector
- An understanding of the respective roles of the Chair, Trustees and the National Committee



VALUES AND ATTITUDES

- **Essential**

- A strong and visible passion and commitment to the charity and its strategic objectives and cause
- A leader on equality of opportunity who values diversity and removes barriers to equality
- Ability to commit the time required to conduct the role well, including traveling to and attending events out of office hours
- Willingness to be available to the National Director for regular support and to the other National Committee members for advice and enquiries on an ad hoc basis
- Ability to be decisive and to lead and guide others in decision making processes in order to get things done

- **Desirable**

- A creative and innovative thinker with the ability to drive positive change

