Trustee Information Pack & Role Description

# Introduction to The Eikon Charity

## Helping young people feel safe, heard and supported.

We listen, we talk, and we help and empower children and young people with the skills they need to be safe, resilient, and to thrive in life. And we work with families and professionals to make sure everyone gets the support they need.

### Our work is driven by our core beliefs:

* Growing up in today’s world can be incredibly challenging.
* Every young person deserves to feel safe.
* Prevention and early intervention often stop problems from becoming much bigger.
* We should listen to young people. They understand better than anyone what’s happening in their own lives.
* Schools, parents and carers sometimes need help to support young people.
* Our work changes lives. We’re helping children and young people to gain the confidence and the skills they need to thrive.

### Everything we do is guided by our values:

**We elevate and amplify the voices of children & young people.**

The needs of young people guide everything we do, shaping every decision and action we take.

**We act with compassion.**

We empathise with the pressures of modern life and feel compelled to help without judgement.

**We work together.**

Partnering with parents, carers, schools, policymakers, and young people themselves helps us all to succeed.

**We take responsibility.**

We recognise our part to play in the future of children & young people, and we hold ourselves accountable for their success.

We are able to deliver the services, support, and resources we do thanks to strong partnerships with schools, local authorities, and other bodies including the local NHS Trust responsible for mental health services, and thanks to grants and gifts from supporters. Our annual income is now approaching £3m p.a., and we have some 60 staff and a similar number of volunteers.

## Opportunity to join the Board of Trustees

The Eikon board is responsible for strategic direction, governance, core policies, financial oversight, legal compliance, and general performance of the charity to meet its charitable purposes. We are volunteers overseeing the efficiency and effectiveness of Eikon’s activities. The Board holds quarterly meetings, together with the Chief Executive Officer and other Senior Leadership Team members as appropriate.

Eikon’s board consists of up to 12 Trustees, including the key posts of Chair and Finance Director/Trustee, with further trustees appointed to ensure the board has the skills, interests, and commitment necessary to perform its duties efficiently and effectively. Trustee time commitment is typically in the order of 0.5 days/month but this varies throughout the year and tends to be concentrated during school term times. At a minimum, trustees are expected to review documentation and reports in advance of and attend – ideally in person – quarterly evening board meetings at our New Haw headquarters.

Four principal committees (Operations, Engagement, Governance & Risk, and Audit & Finance) exist to oversee service delivery and/or functional matters.  A trustee chairs each committee, with membership including other trustees, employees and co-opted volunteers. A trustee also leads annual reviews of the charity’s processes and procedures for safeguarding, health & safety, and human resources.  Although not mandatory, trustees have the opportunity to deepen their understanding of and involvement with Eikon through committee membership.

In March, an annual one-day retreat of trustees with the Senior Leadership Team is held to reflect on strategy; this provides the genesis for considering and agreeing our business plan and annual budget.

A typical Board agenda and annual schedule of meetings is attached.  The timings and frequencies for all meetings are periodically reviewed.

## Trustee Benefits

Trustees will be provided with an induction into the charity, including safeguarding training and meetings with other trustees and senior leadership team members, and subsequent training as needed / agreed.  This is flexible and can be tailored to the needs of the new trustee(s). This is a volunteer opportunity, but Eikon does not want trustees to suffer financially due to their voluntary commitment, so reimbursement of reasonable expenses is available.

## Trustee Requirements

Further to recent trustee retirement and career transfers, trustee skills audits to determine the additional skills, interests, experience, and diversity needed to fulfil its responsibilities, and an external evaluation of the efficiency and effectiveness of board and governance processes, Eikon is now seeking upto 2 additional trustees, one with an educational or mental health focus and the other with legal experience, who need not necessarily live in Surrey, and can bring many of the following skills/interests to the Board:

## General Skills and Interests:

* **Personal Qualities** - Evident and visible passion and commitment to the charity and its delivery of services to children, young people, and families, strong inter-personal and relationship building abilities, tact and diplomacy to foster and promote a collaborative team environment, and an ability to be a ‘thought leader’ related to ‘bigger picture’ concepts.
* **General Skills**:
	+ **Strategy** - Exposure to and/or involvement in the development and implementation of strategies (business, commercial and/or charity/volunteer).
	+ **Charity Governance** - Exposure to and/or involvement with charity and/or business processes and procedures.
	+ **External Representation -** Ability in representing a charity or voluntary organisation and engaging with external stakeholders, and/or building external relationships in a business environment.
	+ **Financial** - Awareness of business, commercial and/or charity management accounts and reports.
	+ **Safeguarding** - Exposure to and/or awareness of the importance of safeguarding for young people and for employees/volunteers who work with young people.

## Additional Trustee Roles and Skills/Involvement Required

1. **Trustee with Educational or Mental Health Services Focus**

The successful candidate will most likely be a person who has been involved in state or private education or in mental health care. An understanding of counselling services for children, young people and/or families would be an advantage but is not necessarily essential. Eikon is open minded as to whether the successful candidate has formal qualifications or is a former service user or a carer for one.

The role and specific skills and interests are summarised below:

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| --- | --- |
| **Trustee Role**  | **Specific Skills & Interests**  |
| * Oversee and monitor the delivery of emotional wellbeing and mental health (EWMH) services that the charity provides for children and young people.
* Advise the Board on relevant developments in children’s EWMH service evolution, in particular services emanating from the Department of Health & Social Care and/or National Health Service
* Advise the Board on relevant developments surrounding school provision of these services.
* Support leadership and youth workers in the implementation, analysis and reporting of Impact Measurements tools.

  | * Provision of counselling services, especially for children, young people and/or families
* Experience with services for children and young people’s mental health either informally as a former user or carer for a user or formally as a doctor, consultant, nurse or administrator.
* Membership of and/or involvement with a school, hospital, patient and/or local health authority Board (eg as a Governor)
* Awareness of Safeguarding processes and procedures, particularly in relation to children and young people
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**2. Trustee with Legal Involvement**

The successful candidate will most likely be a qualified lawyer, solicitor, barrister or in-house counsel with post-qualification experience and a commitment to human rights and social justice.

The role and specific skills and experience are summarised below:

|  |  |
| --- | --- |
| **Trustee Role**  | **Specific Skills & Experience**  |
| * Support the organisation to identify and manage areas of legal risk.
* Work with the organisation, its employees and volunteers to develop risk management strategies in relation to legal compliance.
* Provide commercially pragmatic legal advice, balancing the applicable legal framework against the operations and strategic aims of the organisation
* Provide support, advice and/or training to other Board of Trustee members and employees in relevant legal areas
* Provide guidance on contracts & service agreements - where necessary engaging with external legal support to do so
 | *Necessary:* * Qualified lawyer with experience in either the private or public sector
* The Legal Trustee does not need to be a specialist in a specific field but should be willing to familiarise themselves with the legal framework surrounding the organisation’s operations and strategy as required

*Desirable:* * Exposure to and/or full working knowledge of specific aspects of Employment law, or Charity law, and/or Contracting in the public or statutory sector
* Previous or current member of a Board of Trustees providing legal support, advice and direction to a charity or voluntary organisation
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### What happens next?

* If you aren’t sure and would like to know more, we would be happy to discuss this with you. Please contact Jean Pullen and she will arrange a conversation for you with a relevant Trustee or staff member.
* If you know you are interested, please apply formally by letter or email or video referring to the skills, interest and commitment you would bring to Eikon.
* Applicants will be interviewed by a panel consisting of the Chair, Chief Executive Officer and possibly one or more other Trustees, on a mutually convenient date before year end.
* After the interview, we will follow up with references, as appropriate, and a DBS check will be undertaken.
* We expect appointment(s) to be made early in 2025 and the successful candidate(s) to be invited to participate in their formal induction programme and the 25 February Board Meeting.

### Contact information:

Jean Pullen (People and Facilities Lead) on Jean.Pullen@eikon.org.uk or 01932 629656

The Eikon Charity, Selsdon Road, New Haw, Surrey KT15 3HP

[https://eikon.org.uk](https://eikon.org.uk/)

**October 2024**

## Typical Eikon Board of Trustees Agenda

## Meeting at 17:00 in Eikon Office Board Room

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| 1. ***Welcome, Apologies & Declarations of Interest***

  | ***17:00*** *(5 mins)*   |
| 1. ***Focus on Young People***
* Young Person or Eikon Practitioner Presentation/Discussion

  | ***17:05*** *(30 mins)*   |
| 1. ***Board Related Matters***
* Update of Board Related Matters
* Previous Board Meeting:
* Approval of Minutes
* Update on Actions Arising

  | ***17:35*** *(10 mins)* (Paper 3.1)  (Paper 3.2) (Paper 3.3)   |
| 1. ***Safeguarding, Complaints, GDPR Breaches, Whistleblowing and H&S Incident Report***
* Critical Incident Report
* Update of Safeguarding Initiatives
 | ***17:45*** (15 *mins)*  (Paper 4.1) (Paper 4.2)   |
| 1. ***Executive Report: Highlights, Challenges, Future Priorities***
* Organisation Update
* Service Delivery Performance – Outcomes Framework
* Annual Plan – Progress Update
* Other Key Issues for Board Information

  | ***18:00*** *(55 mins)*  (Presentation 5.1)   |
| 1. ***Engagement Report***
* Engagement Committee Feedback / Update
* Fundraising Performance to date and Pipelines of Opportunity
 | ***18:55*** *(25 mis)* (Paper 6.1) (Presentation 6.2)  |
| 1. ***Finance & Management Accounts Report***
* Finance Overview
* Commentary on latest Management Accounts & Cash Flow
* Latest Management Accounts & Cash Flow
* Commentary on Latest Full Year Forecast
* Latest Full Year Forecast

  | ***19:20*** *(20 mins)* (Paper 7.1)  (Paper 7.2) (Paper 7.3) (Paper 7.4) (Paper 7.5)  |
| 1. ***Governance & Risk Management***
* Governance & Risk Committee Feedback / Update including Charity Commission Governance Code – Eikon Action Plan Update
* Risk Management – Latest Risk Register Update
 | ***19:40*** *(15 mins)* (Paper 8.1)  (Paper 8.2)   |
| 1. ***Any Other Business***
* Issues for Consideration in Absence of CEO/SLT

  | ***19:55*** *(5 mins)*   |

### ***Typical Papers for Information Only:***

I-1   Board Committee Membership

I-2   Trustee Re-Appointment Schedule

I-4   Status of (12) Board Oversight Policies

I-3   Chair/Trustee Annual Review Meetings – Status of Actions Arising

**Typical Annual Schedule of Board Related Meetings**

**Board of Trustee Meetings** 3rd Week of:

February; May; September; November – 17:00

**Board & SLT Away-Day** Late/End March

**Engagement Committee** Prior to each Board meeting and held in early:

February; May; September; November – 17:00

**Governance & Risk Committee** 3rd Week of:

April – October – 17:00

**Audit & Finance Committee**           Mid October prior to Annual Report & Accounts approval at November

                                                           Board Meeting

**Annual Safeguarding Review**          As agreed by Chair and Designated Safeguarding Lead