



# Trustee Recruitment Pack

KEEN

Supporting  
inclusion and  
disability rights  
in a pandemic

# We are looking for a trustee with fundraising experience to join our board at this critical time for supporting inclusion.

KEEN is an award-winning organisation and youth-led movement, creating, supporting and promoting inclusive opportunities for disabled people.

We deliver a high quality programme of community based projects, support other organisations to become more inclusive, undertake partnership work with a variety of local and national organisations, and promote inclusion nationally through our #ShareOneWorld campaign.

KEEN has grown rapidly since the start of 2018, and this is an exciting opportunity to join the Board of Trustees of an innovative and ambitious organisation.

We aim to recruit someone with experience in income generation, to complement the skills and specialisms of the existing board members.

In addition to the essential trustee duties of providing strategic leadership and governance for the charity, you will work alongside our Executive Director and other board members to help create new financial partnerships and networks of supporters and patrons.



KEEN has an active and diverse board of trustees, all of whom make an important contribution to KEEN's work. We're also a friendly bunch, and supportive of each other and new faces."

**Jim McMahon**  
Chair of Trustees



## Who we are

KEEN relies on the dedication and hard work of our volunteers – Session Coaches, Session Coordinators, and the KEEN Committee – our staff (Executive Director, Program Coordinator, and Projects Officer), and our Board of Trustees. We make a difference across the UK by focusing on participant-led programs, feedback, and impact.

## What we do well

- **Inclusivity** – supporting disabled and non-disabled people to participate with each other in social, physical, and recreational opportunities
- **Collaboration** – working in collaboration with a range of community and national partners on a range of impactful projects
- **Mobilising a movement** – encouraging young people across the UK to promote inclusion in their communities via our Branches and specifically with: our: #ShareOneWorld and Code4Inclusion projects, as well as other projects

## Your key responsibilities

The Trustees provide strategic leadership, financial oversight, and governance direction for the benefit of current and future participants we support, by:

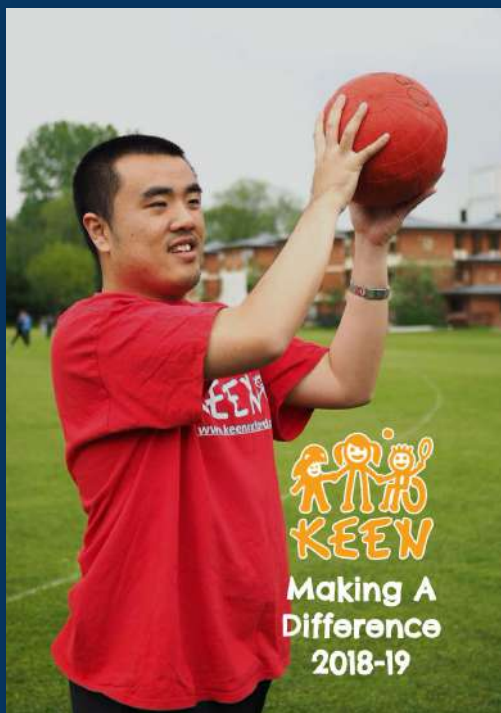
- Ensuring our charity is carrying out its purposes for the public benefit, through impact reports and monitoring and evaluation procedures;

## Key details

- **Reports to:** Chair of Trustees
  - **Location:** Anywhere in UK
  - **Hours:** 7 hours per month expected as average time commitment
  - **Start date:** April 2021
  - **Closing date for applications:** 20th March 2021
- Complying with our charity's governing document and the law, by updating our policies and procedures and routinizing best-practice safeguarding systems;
  - Managing KEEN's resources responsibly, through careful digital accounting and avoiding exposure to undue risk;
  - Acting with reasonable care and skill, making use of the Board's skills and experience and taking appropriate advice when necessary, with particular attention to giving enough time, thought, and energy to Trustee roles, for example by preparing for, attending, and actively participating in all Trustee meetings; and
  - Ensuring KEEN is accountable, through transparent feedback systems and legal compliance.



Find out more about our current project programme at [www.keenuk.org](http://www.keenuk.org) and [www.keenoxford.org](http://www.keenoxford.org)



Find out more about the difference we make and our future plans at [www.keenuk.org/reports](http://www.keenuk.org/reports)

## Who we are looking for

We are seeking a Trustee with expertise in fundraising for a small organization, preferably in the third sector. The ideal candidate will have:

- Experience of building and supporting networks of supporters and patrons, and financial partnerships with the private sector
- Supervision of fundraising activities when delegated out to other members, for example donation drives (and our Ambassador Fund);
- Protection of the organization's reputation, money, and other assets by identifying and ensuring compliance with the laws, regulations, and recognized standards that apply specifically to the organization's fundraising
- Ability to connect KEEN with relevant people and organizations in their field
- Imaginative thinking and ability to help us secure a diverse portfolio of income streams
- Analytical skills, the ability to spot and get to the heart of issues, and notice the details.
- Interpersonal skills on an individual basis and part of a decision-making team
- Strategic thinking, ability to anticipate future issues, and imagine solutions and evaluate plans; and
- Sufficient time to commit to attending all trustee meetings and additional meetings with staff as required
- An understanding of the legal responsibilities of being a trustee (for more information, see: [here](#))
- An ability and interest to work as part of a team, in a context where decisions are made as a group.





“ Participating with KEEN has been one of the most amazing experiences! We have loved getting to build friendships with the best and most loving kids ever. Cayla and Amanda, Session Coaches



## The application process

To apply please email your CV and a short covering letter to both [rupert@keenuk.org](mailto:rupert@keenuk.org) and [chair@keenuk.org](mailto:chair@keenuk.org)

Applicants are encouraged to get in touch prior to making an application to obtain more information about KEEN and our work.

Candidates who meet the person specification will be invited to meet our Chair and Director for an informal discussion, upon which a decision will be made.

**The closing date for applications is 20th March 2020.**

**We hope to hear from you!**

We value the diversity of our employees, and aim to recruit a workforce which reflects the diverse communities we work with.

KEEN is an Equal Opportunities Employer, and we welcome applications from all suitably qualified individuals, irrespective of age, disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances.

We have guidance in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability.

