



Empowering LGBT+ young people
to BE PROUD of who they are

JOB PACK >>>> TRUSTEE TREASURER

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Welcome from our Chief Executive

Thank you for your interest in volunteering for The Proud Trust. At The Proud Trust we have a long history of supporting LGBT+ young people and the adults who support them. Everyone who works and volunteers for the organisation is part of our wider mission to ensure all LGBT+ young people are proud of who they are.

We also want our staff members and volunteers to be proud of who they are, to know that we want them to bring their authentic selves and to be part of shaping the work which happens across the organisation.

I look forward to meeting you soon.

Susie Cuthill (she/her) Interim CEO



“It's been so rewarding to be part of The Proud Trust's growth. I never thought I'd be the type of person to be a charity trustee, but I would recommend it to anyone who wants to use their skills to make a difference. If you wish you could do more to help LGBT+ young people but don't know where to start, this could be the perfect opportunity.”

Emma Hawley (she/her) Trustee

“Working with the team at The Proud Trust is always a pleasure. They are so dedicated to their mission and I come away inspired and motivated after every conversation I have with them. I have also gained valuable experience in my time as a trustee, which has helped me develop new skills to use in my career.”

Melissa Surgey (she/her) Trustee

“The best thing about my time at The Proud Trust was the staff. They're all so wonderful and so different and so much fun! They were a huge support to me and made me feel so comfortable every time I walked into the room.”

A young person supported by The Proud Trust

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The Proud Trust is an LGBT+ youth charity empowering LGBT+ young people to be proud of who they are.

The Proud Trust delivers youth work and one-to-one support across Greater Manchester and Cheshire. The charity also runs a national training and inclusion programme for schools, Proud Connections Live Chat, and manages Manchester's LGBT+ Centre, The Proud Place.

Our Mission

Providing support and education to ensure that all young people know that being LGBT+ is something to be proud of.



Our Vision



A more inclusive world where all LGBT+ young people are able to thrive and be proud of who they are.

Our Values



★ Participation

Young people are involved in every aspect of their journey at The Proud Trust. We make decisions together and keep their voices at the heart of what we do

★ Positive Representation

Modelling positive possibilities for LGBT+ young people's lives

★ Empowerment

We empower and support others so that they are able to thrive

★ Transparency

We are open and honest about the work we do with young people, funders, stakeholders and the wider community

★ Inclusion

We value diversity and prioritise inclusion across all areas of our work

Our Year in Numbers 2023-24

- ★ Brought together **450** LGBT+ young people & educators for our first ever LGBT+ Youth Summit
- ★ **Winner** of the Children's Rights Champion Youth Buzz Award for LGBT+ Youth Summit and shortlisted for a further **3** awards



Proud Connections

- ★ Delivered **293** mentoring sessions for LGBT+ young people
- ★ **600** chats on Proud Connections Live Chat

- ★ Supported **319** young people through our youth groups
- ★ **2972** attendances at youth groups over the year
- ★ Delivered **361** youth work sessions
- ★ **After attending our services**
- ★ Over **50%** of young people attending had a significant increase in confidence.



TRAINING AND EDUCATION

- ★ Trained **2196** professionals to make their work with young people LGBT+ inclusive
- ★ **92** new schools and colleges nationally started The Rainbow Flag Award LGBT+ inclusion scheme
- ★ **20** schools renewed their Rainbow Flag Award
- ★ The overall experience of training was rated **9.2/10**

- ★ Welcomed **309** members of the community each month through community peer support and social spaces
- ★ Welcomed **506** people to events and **117** room bookings at The Proud Place



Wider impact

- ★ Attended **71** outreach opportunities across Greater Manchester with direct engagement from **1304** young people and **1527** adults



Sold **7270** resources from our shop
180,416 free resource downloads



160,000 unique users of our website
1827 new users on social media across 4 platforms



Supported by **252** different donors including funding grants, support from businesses and individual giving

We are looking for a new treasurer to strengthen and expand our board of trustees. If you are passionate about creating a better future for LGBT+ young people, and consider yourself to be experienced and have a strong understanding of charity finance management and controls, then we would love to hear from you.

As a trustee, you will shape and support the charity to improve our work, by sharing your skills and knowledge. Joining the board of trustees is a fantastic way to give back to the community as well as gaining new experiences and building relationships with other people who are passionate about supporting LGBT+ young people. All trustees are responsible for overseeing the charity's finances, and must take steps to ensure the charity's money is safe, properly used and accounted for.

To help trustees carry out these responsibilities, the board appoint one of the trustees as treasurer.

The Proud Trust is committed to improving the diversity of our board, so that we can better represent the young people who use our services. Applications are particularly encouraged from people whose backgrounds or identities are currently underrepresented on our board, including trans or non-binary people, people of colour and Disabled people.

You do not need any previous experience as a trustee as training and support will be given, but we are keen to hear from people with knowledge and experience of any of these topics:

Trustees give around three to five hours per month. In-person board meetings are held at The Proud Place in Manchester City Centre every three months on a Saturday from 10.30am-2.30pm. Out of pocket and travel expenses are paid. We are keen to remove any barriers to becoming a trustee and will facilitate reasonable adjustments such as paying travel costs up front, covering childcare or other accessibility needs. If you have any questions about this, please get in touch.

To apply, please send us a letter of application of no more than 1,000 words, telling us what you can bring to The Proud Trust, to HR@theproudtrust.org. We are excited to hear why you would like to become a trustee and how your expertise and experience can support The Proud Trust's mission and vision. If you need any assistance or have any questions about your application, please get in touch.

We plan to recruit on a rolling basis, which means that we will invite people for interview when we get a suitable application. This means that the posts may be filled sooner than the advertised closing date, so if you are interested in applying, please do so as soon as you are able.

Successful applicants will need to be legally allowed to work in the UK, will need to undertake an enhanced DBS check, and will need to provide references.

Treasurer Trustee

Overall Treasurer Responsibility?

Trustees are responsible for providing appropriate oversight, governance and leadership to The Proud Trust in the pursuit of its strategies to fulfil its charitable purposes. Trustees will evaluate the performance of the leadership team in meeting agreed goals and objectives and monitor the reporting of performance in key areas.

The treasurer is expected to:

- Monitor the financial administration of the charity and report to the board
- Oversee the charity's financial risk-management process
- Act as a counter signatory on certain transactions and funding agreements
- Liaise with the external auditor on specific issues, as needed

The Proud Trust has a small finance team responsible for the day-to-day financial administration of the charity. You can read more about the charity's finances in our [2022-23 annual report and accounts](#).

Accountability

As the Trustees are responsible and liable for the governance and functioning of The Proud Trust, you are accountable in varying degrees to a variety of stakeholders, including: service users, funders, the Charity Commission, and The Proud Trust employees.

Furthermore, there is a growing demand within the sector and the wider general public for Charities to be open and accountable for their actions and inactions. Where appropriate, the Trustees should take the lead on this, and Trustees should consider the wider implications of the decisions that are made. Above all else, Trustees must adhere to any legal and regulatory requirements applicable to The Proud Trust's activities.

Statutory duties

The following is a summary of the legal duties Trustees must fulfil including:

- Duty of trust
- Duty to comply with The Proud Trust's governing document
- Duty to act in the best interests of The Proud Trust, and present and future beneficiaries.
- Duty to avoid conflicts of interest
- Duty to safeguard assets
- Duty not to benefit from their position
- Duty of care
- Duty to act personally
- Duty to act collectively
- Duty to keep account

Time commitments

- The treasurer will chair the finance committee
- In person quarterly board meetings
- Online quarterly sub-committee meetings
- Attendance at one staff day per year
- Attendance at one The Proud Trust event per year.

Main duties and responsibilities

Strategy

- Developing the strategy by which The Proud Trust aims to fulfil its charitable purpose
- Establishing clear objectives to deliver the agreed plans and strategy to meet The Proud Trust's objectives in accordance with short, medium and long-term plans and regularly reviewing performance against those objectives
- Holding the Chief Executive to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate
- Promoting and developing The Proud Trust in order for it to grow and maintain its public benefit
- Actively participating in discussions on the strategic development of The Proud Trust
- Contributing to and informing the vision of The Proud Trust
- Contributing to constructive debate regarding the strategic development of The Proud Trust and any other material and significant issues facing the organisation
- Safeguarding the good name and reputation of The Proud Trust
- Building and maintaining close relations between The Proud Trust's various stakeholder groups to promote the effective operation of The Proud Trust's activities
- Ensuring that strategies and actions approved by the Trustees are implemented effectively, where appropriate, by the Chief Executive and the senior management team
- Agreeing an effective communication strategy that includes the needs of staff, beneficiaries, and other stakeholders
- Representing The Proud Trust at functions, meetings and in the wider media, in line with The Proud Trust's agreed media strategy
- Promoting The Proud Trust and its work to fulfil its charitable objects
- Agreeing The Proud Trust's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it
- Setting the tone for The Proud Trust through leadership, behaviour, and performance.

Compliance

- Ensuring that The Proud Trust complies with its governing documents, charity law and any other applicable legislation and regulations
- Working to achieve the purpose of The Proud Trust and to pursue the charitable objects and provide public benefit
- Ensuring the effective and efficient administration of The Proud Trust and its resources, striving for good practice in governance
- Managing and using The Proud Trust's resources so, as to optimise impact and the delivery of The Proud Trust's objects
- Maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in The Proud Trust
- Ensuring that financial controls are robust and that the Trustees are kept fully informed through timely and relevant information
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Identifying and assessing risks and opportunities for The Proud Trust, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these



- Ensuring that those working on behalf of The Proud Trust, including third parties, fundraisers, etc. abide by the standards which The Proud Trust sets and, also by the relevant requirements of legislation
- Participating in the appointment of the Chief Executive and other senior staff, as appropriate
- With the assistance of The Proud Trust Company Secretary, promoting the highest standards of corporate governance in compliance with the Charity Commission Code of Governance (or any other regulatory code that the Trustees may, from time-to-time, choose to adopt) and other regulatory requirements and good practice, where appropriate
- Taking appropriate professional advice in all matters where there may be a material risk to The Proud Trust, or where the Trustees may be in breach of their duties
- Upholding the values of The Proud Trust by example and ensuring that the organisation promotes equality and diversity for all its stakeholders.

Performance monitoring

- Ensuring the effective implementation of Trustees decisions by the Chief Executive and the senior management team, where appropriate
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the Chief Executive and, where applicable, other Trustees of the senior management team
- Setting challenging objectives for improving performance and monitoring performance against those targets
- Paying due regard to ensure that any key performance indicators (for performance, fundraising or service delivery etc) are in alignment with the ethos of The Proud Trust and culture it promotes.

Trustees activities

- Upholding the highest standards of integrity and probity, adhering to the Nolan Principles, and observing the recommended practice of the Charity Commission Code of Governance. For the avoidance of doubt the Nolan Principles are:
 - Selflessness
 - Integrity
 - Objectivity
 - Accountability
 - Openness
 - Honesty
 - Leadership
- Participating fully in the work of the Trustees, ensuring the collective responsibility of the Trustees of The Proud Trust
- Attending and possibly chairing committees and ad hoc meetings of the main Trustees
- Participating in a Trustees induction, any training and other evaluation identified as an individual and as part of the Trustees or committee
- Maintaining The Proud Trust's commitment to Trustees diversity, renewal, and succession management in line with The Proud Trust's governing document and/or current good practice
- Undergoing an individual and Trustees performance appraisal, and attending any additional training highlighted as a result of the evaluation process
- Maintaining absolute confidentiality about all aspects of the Trustees' business, bearing in mind the overriding legal obligations placed upon Trustees.


Why volunteer for us?



Make a Difference

As a trustee, your work will be having a positive impact on the lives of LGBT+ young people.

Supportive Community

-  Working with The Proud Trust provides a sense of belonging and community with like-minded individuals who share your passion and values.

Personal Growth

Becoming a trustee is a unique opportunity for personal development, including gaining new skills and broadening your perspective on diversity and inclusion.

Networking

Connect with professionals, activists and advocates in the LGBT+ community, building a network that can support your personal and professional goals.

Empower Others

Through your work, you will help The Proud Trust to empower LGBT+ young people to express themselves freely, feel accepted and access resources and support they may not otherwise have.

Build Confidence

Becoming a trustee provides opportunities to step out of your comfort zone, take on new challenges and build confidence in your abilities to advocate for social justice and equality.



Our commitment to diversity



At The Proud Trust, we are taking deliberate action to create an inclusive culture. We welcome candidates from all backgrounds, regardless of age, disability, gender, gender identity, gender expression, race, religion or belief, sexual orientation, socioeconomic background, and any other protected characteristic. We recognise that diversity of identity and lived experience in our team is essential to our mission, and we strongly encourage applications from diverse and underrepresented backgrounds.

We would love to learn more about what your unique experience can bring to our Board of Trustees. So please do not be discouraged if you do not meet some of the elements outlined below.

The Proud Trust is a recognised Disability Confident Employer and we are committed to making all stages of our recruitment process accessible. Please let us know by contacting thetrustees@theproudtrust.org, if you need any assistance or reasonable adjustments throughout your application process. Finally, please note that if you are shortlisted for an interview, you will be provided with the format of the interview beforehand.

If you are not ready to apply just yet or have any questions, please email thetrustees@theproudtrust.org



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