

VACANCY APPLICATION PACK



Trustee/ Non-Executive Director



APPLICATION PACK

Burton Albion Community Trust's Mission Statement:

'Making a difference in our communities through the power of sport and brand of Burton Albion Football Club'

The mission is underpinned by our four Strategic Aims & seven Core Values:

Strategic Aims

- Deliver high quality
- Create a positive journey
- To measure and evidence impact
- Govern and lead effectively

Core Values

Empathy - The organisation will constantly be aware, will seek to understand, and always support each other and those who we serve.

Determination - The organisation is determined to INSPIRE, ENGAGE, EDUCATE one another and the wider community.

Innovation - The organisation will always be proactive and seek new methods to ensure high quality services.

Pride & Passion - The organisation is proud to serve the community and is passionate about improving people's lives.

Professionalism - The organisation will lead by example to ensure the highest possible standards are demonstrated and maintained.

Respect - The organisation will recognise and admire the qualities and differences of every person, ensuring they are treated equally and with the utmost consideration.

Integrity - The organisation will always be open, truthful and honest in everything we do.



Through our mission statement, strategic aims and values **WE WILL:**

- Raise aspirations
- Bring communities together
- Raise educational attainment
- Create and affinity with Burton Albion FC
- Improve physical and mental wellbeing
- Develop healthier and safer communities
- Develop better players, coaches and volunteers

Burton Albion Community Trust programmes are delivered under five strands:

- Health & Wellbeing
- Education & Learning
- School Sport
- Football Development
- Inclusive Sport





JOB DESCRIPTION

Job Title: Trustee/Non-Executive Director	Salary: Voluntary
Reports to: Chair of Board of Trustees	Hours: Minimum of 4 Board meetings per year
Role Purpose: To uphold the values, objectives and the policies of the Trust and be collectively responsible for the strategic direction of Burton Albion Community Trust in accordance with the Articles of Association, regulatory requirements including the Charities Act 2011 and all other associated legislation. Trust directors will act with integrity and avoid any personal conflicts of interest.	
Roles & Responsibilities <ol style="list-style-type: none">1. Set the strategic direction and uphold the vision and core values of BACT2. Ensure that the interests and needs of BACT's customers partners and clients are considered in all matters.3. To provide independent challenge and ensure integrity of decision making.4. Ensure that effective delegations are defined for the Head of Community and senior staff to carry out the effective operation of the organisation.5. Set and monitor high level performance indicators to measure the performance of BACT across the range of its operations.6. Ensure that policies are established and monitored covering all legal, statutory and regulatory requirements.7. To manage financial risk and maintain financial viability whilst meeting the objectives of BACT.	



8. To ensure that a robust risk management process is established and controls and processes in place to provide good governance.
9. To ensure that BACT prioritises the safety of children and adults at risk and is compliant with the relevant legislation and meets all safeguarding standards, including those adopted by affiliated football.
10. To consider the best use of BACT's resources and maintain a focus on Value for Money
11. To ensure that BACT promotes equal opportunities and challenges discrimination in all its processes and provision of services to customers.
12. To regularly attend, prepare for and fully participate in meetings, contributing particular expertise where relevant
13. To engage, periodically, in a self-assessment of the board's own performance
14. To comply with BACT's constitution and financial regulations.
15. To comply with requirements of GDPR understanding that any hard copy documents removed from BACT buildings or downloaded onto personal computers place themselves as Data Controller as defined in the legislation.
16. When using Social Media Trustees should remain aware that they are personally responsible for all comments.

General:

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation

All employees may be required to undertake any other duties as may be responsibly requested

Equality Code of Practice - Burton Albion Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our employees Company Handbook.

Safeguarding Statement

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff, volunteers and trustees will always act in the best interests of the child or adult at risk.



The Trust fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Trust activities. It is the duty of all staff volunteers and trustees working at the Trust to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Burton Albion Community Trust believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Trust activities is of the upmost importance. Burton Albion will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.

Safeguarding Responsibilities

All staff volunteers and trustees have a responsibility to safeguard and promote the welfare of children and young people.

This includes:

- Identifying children/young people who may need extra help or who are suffering or are likely to suffer significant harm.
- Being responsible for taking appropriate action and reporting any concerns/disclosures to the Designated Safeguarding Lead.
- Respecting confidentiality and ensuring concerns/disclosure are not discussed with other staff or with children/young people.
- Showing a commitment to diversity, equal opportunities and anti-discriminatory practice and reporting any concerns.
- Showing a commitment to ensuring that children and young people learn in a safe environment and are protected from harm.
- Ensuring that safer working practices are complied with.
- Participating in relevant and appropriate training and development as required.
- Contributing positively to an anti-bullying environment.

Commitment

Burton Albion Community Trust is committed to being inclusive and providing a safe and positive experience for everyone involved in our activities and aims to protect them by:

- Adopting a pro-active approach in approach in preventative work.
- Having clear policies which are audited and reviewed annually.
- Vetting all staff and volunteers.
- Providing regular training to ensure staff can identify concerns and are confident when responding, reporting and recording.
- Embedding safeguarding as a priority throughout the Trust.



PERSON SPECIFICATION		
Education / Qualifications	Essential	Desirable
Professional qualifications in Finance and / Legal		*
Current DBS certificate		*
Current First Aid Certificate		*
Educated to degree level or equivalent		*
Additional professional qualifications		*
Knowledge and Experience	Essential	Desirable
Strong understanding of Burton and the surrounding areas	*	
Expertise in one of the following areas: - Finance - Legal	*	
Knowledge of Burton Albion Community Trust, the work we do and the communities we serve	*	
Skills and Competencies	Essential	Desirable
Ability to represent BACT and communicate with all potential contacts whilst presenting a professional image	*	
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	*	
Ability to engage with people from all backgrounds and strong networking skills	*	
Ability to check and challenge	*	
Awareness of local, regional and national strategies as well as the ability to think strategically		
Equality & Inclusivity	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with Burton Albion Community Trust's Equality Policy	*	



APPLICATIONS

To apply for this role, please send a covering letter and CV, including the details of 2 people who have agreed to act as a reference for this application, to:

matt.hancock@burtonalbionct.org

Or via post to:

Head of Community
Burton Albion Community Trust
Pirelli Stadium
Princess Way
Burton on Trent
Staffordshire
DE13 0AR

For more information please contact Matt Hancock, Head of Community, on matt.hancock@burtonalbionct.org or 07841669182.

On request you can be sent the following:

- 2017/18 Annual Report
- 2017/18 Financial Accounts
- Trustee Code of Conduct

Closing date for applications: Friday 1st February 2019

Interviews:

Please note if you do not receive an invitation for interview by Friday 8th February 2019 please assume that your application has not been successful on this occasion.

