



BVDA Trustee Person Specification

About BVDA

Founded in 2001, Bristol Volunteers for Development Abroad (BVDA) is a recognised society of the University of Bristol Students' Union as well as being a registered charity (1093476). BVDA is solely run by student volunteers with an advisory board of trustees.

Our vision is of a global community working together to deliver sustainable positive change. To achieve this BVDA's mission is to inspire and enable students to actively engage in sustainable international development.

Led by students our aims are to:

- Work in partnership with communities and grassroots organisations. We want to deliver sustainable development including education, capacity building, water and sanitation, and health
- Provide a platform for meaningful discussion around international development
- Give students the opportunity to develop skills for the future through international volunteering, empowering them to become active citizens

The Trustee Role

BVDA is looking for new trustees to join its board, contributing to the charity's direction and long-term sustainable future. The trustees are responsible for ensuring that all BVDA activities fall within our charitable objectives, supporting the charity to grow and develop, while complying with legal requirements and regulations.

The trustees help to steer the long-term strategy of BVDA, providing continuity and accumulated knowledge. Trustees also act as an advisory board for the Committee, providing experience from their careers and contributing to international development projects.

BVDA are now recruiting for new trustees to broaden the scope of the board's skills and expertise. We would particularly welcome applicants who currently work in the charity sector or have similar relevant experience including in volunteer recruitment, delivering training, fundraising, medical, marketing/publicity. But we're equally excited to hear from those who just have a genuine passion for BVDA's work.

Why apply?

This is a fantastic opportunity to join BVDA and support meaningful international development. This role allows you to work remotely and flexibly to fit in with your own work schedules, with the vast majority of trustee meetings taking place online.

'Being a BVDA trustee has given me a unique opportunity to get high-level experience of charity operations. It has enabled me to help shape BVDA strategy and work with a highly engaged and inspiring team of students, trustees and project partners on international development projects and activities. I've learnt so much from the experience, outside of my day-to-day job and would recommend it to anyone who's keen on supporting students to make a difference.'

Katie Tomlinson – BVDA Trustee

What's involved?

On average trustees will volunteer one full day per month to BVDA commitments. We expect trustees to commit at least two years to the charity. These are a few of the general responsibilities of being a BVDA trustee, but every trustee is able to tailor their involvement to their specific role.

- Attend quarterly board meetings, which can last a full day (typically, August, October, January and April) online or in-person (Bristol/London).
- Participate in monthly trustee calls via Google Hangouts.
- Contribute to specific areas of our operations in line with the expertise you can provide.
- Maintain oversight and accountability of the strategy area related to your role.
- Provide necessary training and advice to student to committee members in line with your expertise.
- Ensure the charity conducts its operations in line with The Charity Commission guidelines and take responsibility for specific areas of the Charity Level Risk Assessment.

Person Specification

- Passionate about and committed to BVDA's vision and mission
- Able to work in a team
- Medical experience, marketing/publicity, safeguarding (desirable)
- Flexible and able to work outside of expertise area if required
- Demonstrated ability to work and support the student committee
- Understanding of international development related issues (desirable)

Application Process

To apply, please email a CV and cover letter to: trustees@bvda.org.uk. We will arrange an interview as convenient either in-person or via Skype. New trustees have a six-month probationary period before becoming a full trustee.