



## **Trustee Specification**

### **About Bristol Volunteers for Development Abroad (BVDA)**

BVDA's 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 on international development.
- Give students the opportunity to develop skills for the future through international volunteering, empowering them to become active citizens.

BVDA is a recognised society of the University of Bristol Students' Union and a registered charity (1173282). Day to day activities are run by the student committee, while trustees maintain oversight and help steer the direction of the charity, providing professional advice and support.

### **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 longer 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 from contributing to international development projects.

A number of BVDA's current trustees were BVDA Committee members when they were studying at Bristol University, while others bring a variety of professional skills. BVDA's current trustees include individuals who work in the charity sector and the finance



sector, as well as a doctor and data analyst.

BVDA are now recruiting for 2-3 trustees to broaden the scope of the board's skills and expertise. This is a fantastic time to join BVDA and support in the development of meaningful international development work as we plan for our next round of projects abroad. 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.

If you have experience in the areas of volunteer recruitment, delivering training, fundraising and/or working in the charity sector then that would be of great benefit, but we're equally excited to hear from those who just have a genuine passion for BVDA's work.

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). These usually take place in Bristol, but will be conducted remotely for the time being.
- Participate in monthly trustee calls via Google Hangouts.
- Ensure the charity conducts its operations in line with The Charity Commission guidelines.
- Contribute to specific areas of our operations in line with the expertise you can provide.

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.

Specific responsibilities adapted to each role are:

- To provide necessary training to committee members in line with your expertise.
- To provide advice where necessary to relevant committee members.
- To maintain oversight and accountability of the strategy area related to your role.
- 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



- Flexible
- A self-starter able to work with minimal supervision
- Demonstrated ability to work and support the student committee
- One of the following: experience in volunteer recruitment, delivering training, fundraising, charity sector experience. *Desirable*
- Understanding of international development related issues. *Desirable*

Our trustee board is made up of friendly individuals who are passionate about international development and the work BVDA does. Whether you're looking to grow your skills and experience, contribute to meaningful international development work or simply join a fantastic team of like-minded people, this is a fantastic opportunity to become a trustee.

You'll receive an induction from one of the current trustees via phone or Google Hangouts over your first few months to help you learn the ins-and-outs of being a trustee with BVDA.

### **Application Process**

To apply please email a CV and one-page cover letter to Sarah at [trustees@bvda.org.uk](mailto:trustees@bvda.org.uk). New trustees have a six-month trial period before they are legally registered as a trustee of the charity, giving you and us the chance to see if it's the right trustee role for you.

We'd be delighted to receive your application and if you have any questions before applying, please email Sarah at [trustees@bvda.org.uk](mailto:trustees@bvda.org.uk).