



# CANDIDATE PACK

## TRUSTEES

# Welcome

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Dear Colleague,

Thank you for your interest in becoming a trustee of The Solicitors' Charity\*.

The Solicitors' Charity provides practical, emotional and financial support to help people get back on track when times are hard. Our aim is to make a permanent and positive impact on the lives of the people that we help.

Now is an exciting time to join the Board; mid-way through a refresh of our strategy, our focus is primarily on how we can increase our reach and raise our profile further to support significantly more solicitors, improving their lives, both professionally and personally, at times of need. As a new trustee you will have a significant opportunity to really help shape our future direction and impact.

We are currently looking for up to four new trustees who are, or have been, solicitors, one of whom can be a generalist, and are particularly interested in hearing from candidates with specialisms in charity law, safeguarding, cyber security or marketing to help strengthen the Board. We actively seek to broaden the diversity of our Board in all aspects to enrich our collective decision-making and governance and welcome applications from candidates who do not have to have previous trustee experience, but who share our values and demonstrate strategic thinking with outstanding communication skills and the ability to probe and appropriately challenge both the Executive and Board colleagues, deploying a collaborative approach and sound judgement.

If this sounds like an opportunity you would like to explore further, we very much look forward to hearing from you.

**Nick Gallagher, Chief Executive for the Solicitors Charity**

\*The Solicitors' Charity is the operating name of The Solicitors' Benevolent Association Ltd.



# About us

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We've been working at the heart of the profession since 1858. We're here for solicitors when times get tough.

The Solicitors' Charity has been supporting solicitors in times of need or crisis since 1858. When times are hard, we provide financial assistance and access to emotional and practical support to help people get back on track.

We aim to make a permanent impact and positive change to the lives of the people who ask us for help.

To find out more about how we help please visit: [Click Here](#)

## Our core values

Non-judgemental. Trustworthy. Engaged. Collaborative. Understanding. Professional.

## Our vision

For all solicitors to be supported in times of need or crisis.

## Our mission

To deliver the vision we must...

- Support solicitors and their dependants with financial, practical and emotional aid in times of need or crisis.
- Collaborate with our volunteers, partners and charities to ensure our beneficiaries can access the right support.
- Engage with the profession, sharing our experiences to build awareness of the issues facing solicitors and gain funding for our mission.

# Leadership

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Our Board of Trustees is made up of solicitors from across the profession and other experts who oversee and target the work of our brilliant team. Together we work to ensure every solicitor, from any background, can access help and support when they need it most. We work in a highly personalised, non-judgemental way, taking time to understand each situation before making proactive and positive interventions, as well as life-long support.

<https://thesolicitorscharity.org/about-us/our-trustees>

The Board of Trustees oversees The Solicitors' Charity governance. The Board is responsible for agreeing the organisation's strategy and delegates responsibility for the execution of that strategy to the CEO.

The Board has four sub-committees: Investment, Finance & Audit, People and Development, Governance Oversight, Awards Committee. Trustees will serve on one or more sub-committee of the main Board.

## Equality and Diversity

The Solicitors' Charity is committed to principles of Equality and Diversity.

We are committed to being a fair provider of relief and assistance to both enrolled and former solicitors and to their dependents who are in need.

Our commitment to being a fair provider means ensuring all applicants and beneficiaries will be treated fairly and no one will be subject to discrimination on the ground of age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity status, race, religion or belief, sex or sexual orientation.

Our commitment means recognising, respecting and valuing the differences between individuals, acting inclusively and treating everyone fairly. We seek to provide and promote a culture which delivers the best outcomes for our applicants and beneficiaries, and which reflects the diverse profession and society we serve.

# The Role

All board members are expected collectively (with fellow trustees) to:

- Oversee the strategic direction, financial management and governance of the organisation.
- Ensure that the organisation works within its charitable objectives and is compliant with charity and company law within the jurisdictions within which it is registered and operates.
- Further the charitable objectives of the organisation.
- Ensure the charity is sustainable in the long term.
- Serve on at least one sub-committee of the main Board.

## Principal duties and responsibilities

Collectively trustees will:

- Promote the organisation, its mission, aims and values.
- Take part in formulating and regularly reviewing the strategic aims of the organisation.
- Ensure that the organisation's policy, practices, performance and operations are in keeping with its aims.
- Ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
- Ensure the organisation is accountable to its stakeholders and partners.
- Ensure those using services are at the heart of everything the organisation does and be able to use lived experience to inform processes.
- Appoint and monitor the performance of senior executives.
- Where appropriate, be able and willing to take on the responsibility of chairing a board committee and driving forward the work tasked to that committee (when required).
- Ensure they have adequate information and guidance to execute the above responsibilities and are not conflicted in their involvement in any decision-making.



# The Person

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In your application, please tell us what you can bring to the role against Part One below. The skills and qualities set out under Part Two will be discussed later on with selected candidates.

## Part One

### Knowledge and experience

As well as the skills and qualities we expect of all Board members, we are looking for four trustees who are, or have been, solicitors who can bring in-depth experience of:

- Charity law
  - Safeguarding
  - Cybersecurity
  - Marketing
  - Or a generalist solicitor
- You will need to demonstrate an understanding of the non-executive role of the Trustee, and the role of the Board.
  - An understanding of what The Solicitors' Charity is aiming to achieve, and its main priorities, is essential.

## Part Two

### Skills and qualities

All applicants will need to show us:

- Outstanding communication, interpersonal and influencing skills with the ability to make considered contributions, challenge and exchange views respectfully with board colleagues and the Executive.
- High strategic capacity – able to set strategy, policy, business plans and assess competing objectives.
- High analytical capacity with the ability to assess the use of resources, risk and controls assurance, operational and financial performance and accountability to stakeholders.
- Able to work pro-actively and constructively with fellow trustees and key staff in a way that models positive behaviours and constructive challenge.
- Able to uphold good governance by observing trustees' duties and legal and regulatory governance standards, contributing to the setting and delivery of the organisation's charitable goals.



# Terms of appointment

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## Appointment length

Trustees are elected for an initial term of two years and at the end of that period will be eligible for re-election for two further terms of four years.

## Time commitment

These roles require a time commitment of approximately 1 day per calendar month. The Board meets quarterly as do the sub committees (apart from the Awards Committee which meets up to 8 times a year), there is one strategy away day each year and Trustees are expected to sit on one or more of the four sub-committees.

## Remuneration

All trustee posts are voluntary; reasonable expenses are reimbursed.

## Location

Meetings are held both in person with occasional remote meetings. Subcommittee meetings occur online apart from the Awards Committee half of which are hybrid with in-person or online options.

Dates of the future main Board meetings are below (meetings are held between 1.45 pm and 4pm):

- 12 July 2023
- 11 October 2023
- 6 December 2023



# How to apply

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We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact [rebecca.oconnor@starfishsearch.com](mailto:rebecca.oconnor@starfishsearch.com) to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/solicitors-charity-trustees> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Tuesday 9th May 2023
Preliminary interviews:	TBC
Final Panel interviews:	TBC

