**TRUSTEE APPLICATION PACK AND FORM**



Dear Applicant

Thank you for expressing an interest in becoming a Trustee for Off the Record.

**About Off The Record (OTR)**

OTR is a well-established and respected support agency for children and young people’s mental health and emotional wellbeing. Founded in 1994, OTR supports young people aged 11-25 in Croydon, Sutton, and Merton. We offer free in-person and online services, including counselling and workshops. Our services also expand to young refugees and young carers who are responsible for a parent or sibling.

We are a friendly and professional organisation with approximately 80 staff that believes passionately in the right of vulnerable young people to have access to talking therapies and support at the point of need. We are well regarded in the local community and supported by Croydon, Sutton & Merton local authorities and local Clinical Commissioning Groups as well as a range of charitable funders.

**Board of Trustees / Governance**

The Board of Trustees is responsible for the management of the affairs of OTR. It conducts its business through in-person meetings and sub-committees and follows government legislation, processes, and procedures. We make decisions related to the overall strategic direction of the charity, delegate responsibilities to senior staff, oversee the charity’s progress in meeting objectives and review significant risks, and ensure that the Charity meets its legal and financial obligations.

In addition to the statutory duties required of the board, each trustee uses any specific skills, knowledge or experience they must support the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has specialist expertise.

Given the critical role trustees play in ensuring the smooth operation of the charity, suitable applicants should be committed and passionate about improving the lives of young people.

**We are looking for individuals with:**

* A strong commitment to the charity’s objectives, aims and values and to improving the mental health of children and young people in Southwest London.
* Passion and engagement with the issues that impact on young people’s mental health.
* The willingness to devote time to carry out responsibilities, learn and ask questions.
* Excellent communication skills, including appropriate levels of English literacy and sufficient numeracy skills to understand basic data.
* Expertise and interest in areas such as youth work, finance, fundraising, HR, recruitment, diversity and inclusion, strategy, law, operations, marketing and communications, or mental health services are highly valued.

**Your role:**

* Attend in-person Board meetings plus additional time commitments may be required.
* Collaborate as a Board to make decisions.
* Provide strategic direction and oversight.
* Ensure the charity operates within its mission and values and complies with legal and financial obligations.
* Support fundraising and community engagement efforts.
* Advocate for young people and mental health.

**Benefits of being a trustee:**

* Gain valuable experience in governance and leadership.
* Develop new skills and enhance your professional network.
* Make a lasting impact on the lives of young people in your community.
* A full induction and governance training is provided.

**Time commitment:**

We estimate that this could be up to 8 hours a month, but a minimum of 3 hours. This will vary depending on the time of year.

The Board meets five times a year, collaborating with the Senior Leadership Team to oversee the strategic direction of the organisation as well as taking care of the Charity’s financial, legal and employment responsibilities. These in-person meetings are held in Croydon on Saturdays from 10:00 to 12:30.

Additionally, trustees are encouraged to participate in two Charity days annually, held on Saturdays, where all staff get together (10:00 to 16:00 in April and October).

Some ad-hoc communications via email/telephone/Teams as required i.e., working on specific projects related to the trustees’ area of expertise.

**We want to hear from you:**

We welcome applications from individuals of all backgrounds and especially encourage young adults (18+) and members of minority groups to apply, as we aim to enhance the diversity of our Trustee Board. We are actively working to broaden the Board's composition to better reflect the Croydon, Merton, and Sutton communities. Your unique perspectives are crucial to our commitment to inclusivity and community representation.

**Apply now:**

If you are interested in applying for a trustee role, please complete this application form and submit with your CV to [recruitment@offtherecordcroydon.org.](mailto:recruitment@offtherecordcroydon.org)

If you have any questions about the form or role, please email OTR CEO [geoffjones@talkorfftherecord.org](mailto:geoffjones@talkorfftherecord.org)

Successful candidates will be invited to an in-person interview with members of the Trustee Board and Chief Executive.

For more information about Off The Record and our mission, visit [www.talkofftherecord.org](http://www.talkofftherecord.org/)

**Please note:** The Equal Opportunities Form is for statistical information only and has no bearing on your application, being separated from the Application Form on receipt.

##### APPLICATION FORM

**PRIVATE AND CONFIDENTIAL**

**Please complete all sections in black ink or type**

**Standalone CV’s will not be considered**

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| --- | --- | --- | --- |
| Role | TRUSTEE | **Application Candidate No**  (for office use only) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **FULL NAME** |  | | |
| **ADDRESS** |  | | |
| **EMAIL** |  | **PHONE** |  |
| **OCCUPATION** |  | | |

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| --- |
| Please tell us about why you are interested in becoming a Trustee with Off the Record Croydon and indicate any experience, skills, or interests that you feel you could contribute to the charity, e.g., marketing, fundraising, financial and business skills, administration and personnel, management, counselling and therapy, work with adolescents.  **(please continue on additional sheet as necessary) 500 words max** |
|  |
| **Are you aware of any potential conflicts of interests in connection to Off The Record?** E.g. do you have a link or connection to another organisation or person that the charity has a financial or other working arrangement with. |
|  |
| **Do you have a contact or relationship with an employee or volunteer at Off The Record Croydon?**  *Please state name and relationship type.* |
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| **STATEMENT BY APPLICANT** |
| I confirm that to the best of my knowledge the information given on this form is true and correct.  **Signed:** **Date:** |

**TRUSTEE DECLARATION OF ELIGIBILITY**

**I declare that I am not disqualified from acting as a charity trustee and that:**

* I am aged 18 years or over
* I am willing to act as a trustee for the organisation named above.
* I undertake to fulfill my responsibilities and duties as a trustee of “Off the Record” Youth Counselling Croydon
* I am capable of managing and administering my own affairs
* I am not subject to a disqualification Order under the Criminal Justice and Court Services Act 2000 and I am not disqualified under the Protection of Vulnerable Adults List.
* I do not have any financial interests in conflict with those of “Off the Record” Youth Counselling Croydon (either in person or through family or business connections) except those that I have formally notified in a conflict of interest statement.  I will specifically notify any such interest at any meeting where trustees are required to make a decision that affects my personal interests and I will absent myself entirely from any decision on the matter or not vote on it

**By completing this form, I declare that I am not prevented from acting as a trustee because I:**

* Have an unspent conviction for one of more of the offences listed here\*
* Have an IVA (Individual Voluntary Arrangement), debt relief order and/or a bankruptcy order
* Have been removed as a trustee in England, Scotland or Wales (by the Charity Commission Office or Office of the Scottish Charity Regulator)
* Have been removed from being in the management or control of any body in Scotland (under relevant legislation)
* Have been disqualified by the charity commission
* Am a disqualified company director
* Am a designated person for the purposes of anti-terrorism legislation
* Am on the sex offenders register
* Have been found in contempt of court for making (or causing to be made) a false statement
* Have been found guilty of disobedience to an order or direction of the Charity Commission

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| --- | --- | --- | --- |
| **Name** |  | | |
| **Signed** |  | **Date** |  |

EQUALITY & DIVERSITY MONITORING FORM

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“Off the Record is committed to ensuring that all aspects of its services are accessible to all sections of the community. To monitor the implementation of our equal opportunities policy, all volunteers, management committee members and staff are asked to complete the details below. Completion of all or any part of this form is voluntary, but we hope that you will feel able to provide the information requested as this is central to our monitoring procedures. These forms will not be used in any selection process and are strictly for monitoring purposes only.

|  |  |  |  |
| --- | --- | --- | --- |
| Role | TRUSTEE | **Application Candidate No**  (for office use only) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Initials** |  | | **Date of Birth** | |  | |
| **Gender**  **(Please tick all that apply)** | Female  Male  Nonbinary  Trans  Intersex  Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **How would you identify yourself in relation to your cultural, ethnic or racial origin?**  **(Please tick/highlight any of the boxes below that apply)** | | | | | | |
| ***White***  White British  White Irish  White Other  ***Mixed***  White & Black Caribbean  White & Black African  White & Asian  White Other  ***Chinese*** | | | ***Black or Black British***  Caribbean  African  Other  ***Asian or Asian British***  Indian  Pakistani  Bangladeshi  Other  ***Any Other Background*** | | | |
| **How would you describe your sexual orientation? (Please tick one)** | | | | | | |
| Straight  Bisexual  Gay Lesbian  Asexual  Pansexual  Please write in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **Are you registered disabled?** | | No  Yes | | **Registration Number** | |  |
| **If you are not registered disabled, do you consider yourself disabled in a way you would like us to know about?** | | | | | | |
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