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| logo | **Step Forward  234 Bethnal Green Road London  E2 0AA** Tel. 020 7739 3082  [www.step-forward.org](http://www.step-forward.org)  *June 2023* |

Dear Applicant

Thank you for your interest in becoming a member of our **Board of Trustees**.

Step Forward has been delivering exceptional and effective support services for more than 25 years and it is the Board’s intention that we will continue to maintain, grow and develop our service further in the coming years. We are looking for motivated and committed people to join our Board during this exciting stage in our evolution.

Joining the Board will give you the opportunity to work alongside our skilled and experienced team and help Step Forward to achieve its goals of making realistic and positive changes to the lives of young people who need our support.

Although we would welcome applications from any individuals who are motivated to join us and feel that they can offer their skills and time, we would particularly welcome applications from people from Black and Minority Ethnic communities are they are currently under represented at Board level.

It’s an exciting period of growth for Step Forward. Over the last few years we have taken on some larger contracts and have grown substantially to support delivery of these services – both in terms of staffing numbers and also areas of service delivery. We have also recently expected a change of contracting arrangements which we had planned for as a Board and which we have learnt from which will further support our development.

Step Forward has developed into a recognised and respected mental health support service for young people and as such, we could really benefit from the input of a Board member with experience working in the mental health field; either in provider services or in commissioning for NHS or Local Authorities.

We are also interested in hearing from people who may have some of the following skills; IT, legal, HR, project management, fundraising, finance or accountancy or have professional expertise in one of our service areas or a passion for working with young people.

Please find the following documents enclosed:

1. **Getting On Board Info Sheet**
2. **Application Form**
3. **Equal Opportunities Monitoring Form**
4. **Rehabilitation of Offenders Form**

If you wish to apply to join the Step Forward Board of Trustees or one of our Action Groups than we ask that you submit your interest in writing using the enclosed Board of Trustees Application Form. Please mark any correspondence Private and Confidential and return it to Jennifer Fear, CEO at Step Forward [Jennifer@step-forward.org](mailto:Jennifer@step-forward.org)

You can use this form to outline why you are attracted to working with Step Forward and explaining what skills and experience you can bring to the team. You will then be invited to come in and have a look around Step Forward and meet the rest of the Board. You may also have the option to observe a Board and/or Project Group meeting before deciding whether you still want to join.

If you want any more details about becoming a Charity Trustee, including the role’s responsibilities, then please look at the list of publications available of the Charity Commission web site on [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk/)

Thanks again for your interest in supporting the work of Step Forward. I look forward to hearing from you.

Kind regards,

**Jennifer Fear**

[jennifer@step-forward.org](mailto:jennifer@step-forward.org)

CEO

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**Getting on Board!**

**Why we are here:**

At Step Forward we believe that all children and young people have the right to feel safe. To grow up free from abuse, neglect, discrimination and the negative effects of poverty and disadvantage. That all young people should have the support, encouragement and opportunities they need to thrive. Unfortunately for many people this is not always the case. Step Forward was founded in 1988 to address the unmet needs of local young people aged 11-25 and influence positive social change.

We have a proven track record of reaching and supporting vulnerable young people from a range of communities reflected locally. Over 30 years of steady growth moved us from a small counselling service reaching 133 people on a budget of £54k a year to providing an unparalleled range of services across the spectrum of young people’s needs reaching over 5,000 people on a budget of only £720,000.

**Our Mission:**

Step Forward is committed to improving the health, well-being and life chances of local young people affected by poverty and disadvantage. Through providing a holistic range of free, confidential, high quality support services we help young people deal with any difficulties or past trauma or abuse. We offer a place of sanctuary which inspires and encourages them to realise their self-worth, raise their aspirations and reach their full potential in life.

**Why we are a great Board to join:**

Our Board is an energetic and talented group of people united by the common desire to help the most vulnerable of young people in a setting which is unique and special. Our Trustees bring with them a wealth of personal and professional experience and knowledge from the public, private and voluntary sector.

We are interested in finding exceptional people to help us fulfil our strategic aims of Sustainability and Growth through joining the Board or through memberships on our Action Groups. If you are interested in particular hands on role within the organisation you could join as a volunteer without becoming a full-board member

**The work we do:**

The Board of Trustees ensures the smooth running of the organisation by providing support and guidance to the CEO of the charity. The Board reviews and sets policies and is instrumental in determining strategy and future direction. The board is also responsible for approving budget decisions and supporting fundraising activities.

**What you can give us:**

We understand that Trustees undertake the role voluntarily and often have to juggle the commitment with their work and home lives. We feel that to make the most of the valuable skills that trustees bring that we all need to commit to attending and actively participating in as many meetings as possible. So we have drawn up a list of our expectations of each other and other Board Members.

So…are you ready? Can you…

* Commit to attending and activity participating in as many meetings as possible (and at least 75% of Board Meetings which are held quarterly)?
* Read minutes in advance of meetings?
* Bring great ideas with you?
* Inform the Chair and/or CEO in advance if you are unable to come to a meeting?
* Complete your actions and an update if you can’t make it to a meeting?
* Bring some skills, ideas and enthusiasm to specific trustee projects according to your interests and the board’s priorities?
* Make a “donation” to Step Forward each year – this can be through the facilitation of fundraising rather than a personal donation if you prefer.
* Spread the word about Step Forward amongst your friends and contacts in order to raise publicity and find additional supporters.
* Feel the love?! (this one is negotiable)

If so, then we’d love to have you on board.

**Board meetings**

Board meetings take place at Step Forward and run from 6.30pm to 9pm. They fly by so we expect people to arrive promptly and be ready to participate as there is usually a lot to cover. We try to make it fun and keep the pace moving. A typical Agenda looks like this and there are always plenty of snacks!

* Minutes from the last meeting   - (check they’re correct, comment on any actions)
* Matters arising
* CEO’s update (sent round & read in advance)
* Finance report (sent round & read in advance)
* Board report on operations (sent round & read in advance)
* Any other updates
* Agreed agenda items
* AOB

**Our Board meets:**

* Full Board meetings each quarter, normally 6.30-9.00pm.
* Annual planning sessions to set the agenda for the next year’s work.
* At occasional events at Step Forward or somewhere fun.

If you are interested in joining the Step Forward Board of Trustees or if you have a specialist interest you could join a Project Group then we ask that you submit your interest using our application form, outlining why you were attracted to working with Step Forward and explaining what skills and experience you can bring to the Board.

If you are shortlisted you will then be contacted by the CEO or a Trustee and invited to come in and meet us. You also have the option to observe a Board meeting before deciding whether you still want to join.

If you have any further questions please feel free to contact Step Forward CEO Jennifer Fear at [Jennifer@step-forward.org](mailto:Jennifer@step-forward.org) or on 020 7739 3082.

For more information about the work of Step Forward please look at our website [www.step-forward.org](http://www.step-forward.org)

Please note that safeguarding children and young people is fundamental to our ethos and we ensure CRB checks are performed for all staff and volunteers including the Board of Trustees.

As with all charitable companies, Trustees have legal responsibilities not to misuse their power over the organisation and its finances. For more information about the roles and responsibilities of being a Charity Trustee please look at the Charity Commission web site [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

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| Confidential application form |

#### PLEASE COMPLETE IN BLACK INK

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| Position applied for: |  |

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| --- | --- |
| Name: |  |
| Known as: |  |

**Home**

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| --- | --- |
| Address: |  |
| Telephone: |  |
| Mobile: |  |
| Email Address: |  |

**Work**

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| Job title: |  |
| Address: |  |
| Telephone: |  |
| Mobile: |  |
| Email Address: |  |

**Why you are interested in joining our Board of Trustees or become Board Level Volunteer?**

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**What do you think you can offer Step Forward as one of our Team? What skills and experiences would you bring to your role?**

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**Please continue on a separate sheet if necessary.**

**Are there any particular skills or experiences that you would like to gain from being a member of our Board of Trustees or volunteer?**

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**Please tell us a little about:**

Your present job’s roles and responsibilities

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**Your previous experience**

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# Your Qualifications & Training

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**Do you feel that there are any potential conflicts of interest in you becoming a member of the Board or Volunteer?**

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**DBS**

Please note that safeguarding children and young people is fundamental to our ethos and we ensure DBS (police) checks are performed for all staff and volunteers including the Board of Trustees.

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| Have you had been DBS, CRB or police checked in the last 2 years? | | |
| **Yes  No** | If yes do you know your number: |  |

# Referees

*Please give us the names and contact details of two people who will act as reference for you.*

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| --- | --- |
| **Referee 1** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Address: |  |
| Telephone: |  |
| Email address: |  |

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| --- | --- |
| **Referee 2** | |
| Name: |  |
| Position: |  |
| Relationship to you: |  |
| Address: |  |
| Telephone: |  |
| Email address: |  |

**Declaration**

I DECLARE THAT ALL INFORMATION GIVEN ABOVE IS CORRECT AND UNDERSTAND THAT IF ANY RELEVANT INFORMATION IS SUBSEQUENTLY FOUND TO BE MISLEADING OR INACCURATE THIS COULD CAUSE SUFFICIENT GROUNDS FOR WITHDRAWING ANY OFFER MADE OR AGREEMENTS ENTERED INTO.

**SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NB: Candidates could be working with vulnerable young people and an enhanced police check will be carried out for the successful applicant before your role commences.

**Please mark any correspondence Private and Confidential and return it to the CEO, Jennifer Fear at Step Forward (Tower Hamlets) 234 Bethnal Green Road, London E2 0AA. Or via email at** [**jennifer@step-forward.org**](mailto:jennifer@step-forward.org)

**Equal Opportunities Monitoring Form**

*To assist Step Forward in monitoring the effectiveness of its Equal Opportunities Policy, you are requested to complete this form. This monitoring information will be used for statistical purposes only and will not influence the short-listing and interview process. If you do not wish to complete this form, your application will not be affected.*

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| What position are you applying for? |  |
| How did you hear about this position? |  |
| Have you ever worked for Step Forward in either a paid or voluntary capacitybefore? | **Yes  No** |
| What is your Date of Birth? |  |
| Today’s Date |  |
| How would you describe your ethnicity? |  |
| How would you describe your sexuality? |  |
| How would you describe your gender? |  |
| How would you describe you religious beliefs? |  |
| Do you consider yourself to have a disability? | **Yes  No** |
| If yes, please specify nature of disability: |  |
| Do you require a work permit? | **Yes  No** |
| If yes, do you have a work permit? | **Yes  No Expiry date:** |
| Do you have any other paid employment or directorship apart from your current job? | **Yes  No** |
| If yes please specify the nature of this work: |  |

**Rehabilitation of Offenders Form**

# Rehabilitation of Offenders Act 1974

Due to the nature of the work for which you are applying i.e. involving contact with young people under the age of 18 years, it is provided by the Rehabilitation of Offenders Act 1974 (exceptions order 1975 paragraph 3) that none of the provisions of section 4(2) of the 1974 Act apply in relation to the question to assess the suitability of such persons for employment.

Applicants are not therefore entitled to withhold information about convictions which for other purposes are "spent" under the provision of the Act. Failure to disclose any such conviction could result in termination of any agreement of contract and could lead to disciplinary action by the Board of Trustees, in the event of employment. Any information provided will be treated as completely confidential and will be considered only in relation to an application for the positions to which the order applies. A criminal conviction would not automatically disqualify you from involvement in Step Forward as this would be dependent upon the nature of the conviction. Step Forward will require a satisfactory DBS check before confirming your appointment.

**Have you ever been convicted of a criminal offence?**

**Yes  No**

**If your answer is YES please give details.**

**Declaration**

I declare that the information given is to the best of my knowledge complete and correct.

**SIGNED:**      **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME:**       **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:**      **\_\_\_\_\_\_\_\_\_\_\_\_**

*In the event you were not offered this post, this information will be destroyed.*

**Disciplinary and Safeguarding Form**

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| **Disciplinary record and safeguarding concerns** | |
| Have you been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of your employment? | Yes/No |
| If yes, please provide details of the allegation(s) and the outcome of the proceedings: | |
|  | |
| Have you been subject to any disciplinary procedures where the disciplinary sanction is still current? | Yes/ No |
| If yes, please provide details of the allegation(s) and the outcome of the proceedings: | |
|  | |
| Have you been the subject of disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people? | Yes/No |
| If yes, please provide details of the allegation(s) and the outcome of the proceedings (including where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed). | |
|  | |
| Has you been the subject of any allegations or concerns that have been raised (whether formally or informally) which relate to the safety or welfare of children or young people, or behaviour towards children or young people? | Yes/ No |
| If Yes, please give details (including whether the allegation or concern was investigated, the outcome and how the matter was resolved). | |
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Please continue on a sperate sheet where needed.

*In the event you were not offered this post, this information will be destroyed.*