

# SOUNDDELIVERY MEDIA

**Amplify - Understand - Influence**

Charity number: 1192516



**Recruitment pack**

**Trustee (Voluntary)**

**January 2024**

# WELCOME!

Dear Applicant

Thank you for your interest in joining our team as a trustee.

Sounddelivery Media is a small, dynamic and supportive charity. We amplify lived experience stories and expertise to address social inequalities. To do that, we work alongside some incredible people and organisations, helping them to develop their confidence, skills and platforms to influence public conversation.

We've achieved much and are already recognised for providing crucial activities in support of civil society and its leaders. You can [read about our impact](#) here. But there's so much more we're ready to achieve, and this is an exciting time to join us.

We're set to launch our three year strategy, pushing forward in our mission to put lived expertise at the heart of media conversations, policy and practice change. It's an extensive programme of work and we need the capacity, skills and talent to deliver it. Your place in our organisation will be key to helping us do that.

We're excited to be advertising this opportunity and pleased that you are considering joining us on this journey. I hope this information pack will provide you with the details you need to make your application.

If you'd like to find out more about the role before applying, please email our Chair Emma Harrison on [Chair@sounddelivery.org.uk](mailto:Chair@sounddelivery.org.uk).



**Jude Habib, Director**

# Why work with us

Work with us and you'll be joining a small, friendly and supportive team. We are currently a staff team of three, and have six highly-experienced and engaged trustees. You can [read more about the team](#) on our website.

Beyond the core team, we're also privileged to work with a community of determined charities, community leaders and their networks who share our values and mission. We build genuine relationships with the people we support, have a strong track record and receive great feedback from our clients.

## About our board of trustees

Our trustees are volunteers who offer their time, knowledge and experience to oversee and guide the charity and its work. They also make sure Sounddelivery Media is financially sustainable, is run efficiently and professionally, and operates within charitable law.

The [Sounddelivery Media board](#) meets at least four times a year – these meetings are usually held remotely over zoom. There is also an annual trustee/staff away day which gives us the opportunity to meet together face-to-face. Occasionally, Trustees are invited to attend some sessions we hold with our Network – this will give you the opportunity to see our work first-hand, although there is no obligation if diaries are too busy.

We are fully committed to ensuring it is as easy and comfortable as possible for skilled, talented people who have never previously participated in charity governance to be welcomed onto the board and make a full and equal contribution.

Trustees are appointed for an initial three-year period, and may then be re-appointed for a further three years. Our existing board has strong experience in key areas including communication, fundraising, governance and community action.

# Our vision, mission and values

**Vision** A world where lived experience voices are at the forefront of public conversation, policy and social change.

**Mission** We collaborate with community leaders and their networks, developing ongoing relationships, to ensure lived experience and voices are at the heart of policy and practice change. We strive to instil lived experience and individuals' voices in everything we do, and will work towards greater representation and diversity in the voices heard in the media.

**Values** Our values are at the heart of everything we do. We believe in:

*Trust* We listen, we learn and, together, we take action

*Collaboration* We work alongside people to reach their full potential

*Connection* Connected with which stories need to be told, where and how they can be told to have a lasting impact

*Commitment* To those we work with and the challenges they face in getting their voices heard. Our work is long term.

*"I've gone from standing in the picket lines trying to shout over a sea of other voices to being able to walk in the front door and have a face to face, valued conversation and they are actually listening."*

**Jan Cunliffe Co-Founder JENGBA (Joint Enterprise, Not Guilty by Association)**

# About the role

Sounddelivery Media is looking to strengthen its board by recruiting new trustees (including a treasurer) with knowledge, experience and insight into at least one of the following areas:

- Charity accounts
- Lived experience of social injustice
- Branding, communications and marketing
- UK Media
- Training and support service delivery

## Key information

<b>Salary:</b>	Unpaid
<b>Hours:</b>	Approximately 12 hours per month
<b>Duration:</b>	Three-year term, with the potential for a further three years
<b>Place of work:</b>	Flexible / remote (with occasional travel to London)
<b>Start date:</b>	ASAP

Please note, the successful appointee will be subject to the following conditions as outlined in our Constitution and please be aware the appropriate checks will be made prior to appointment. Our Constitution does not allow the following to serve as a Trustee:

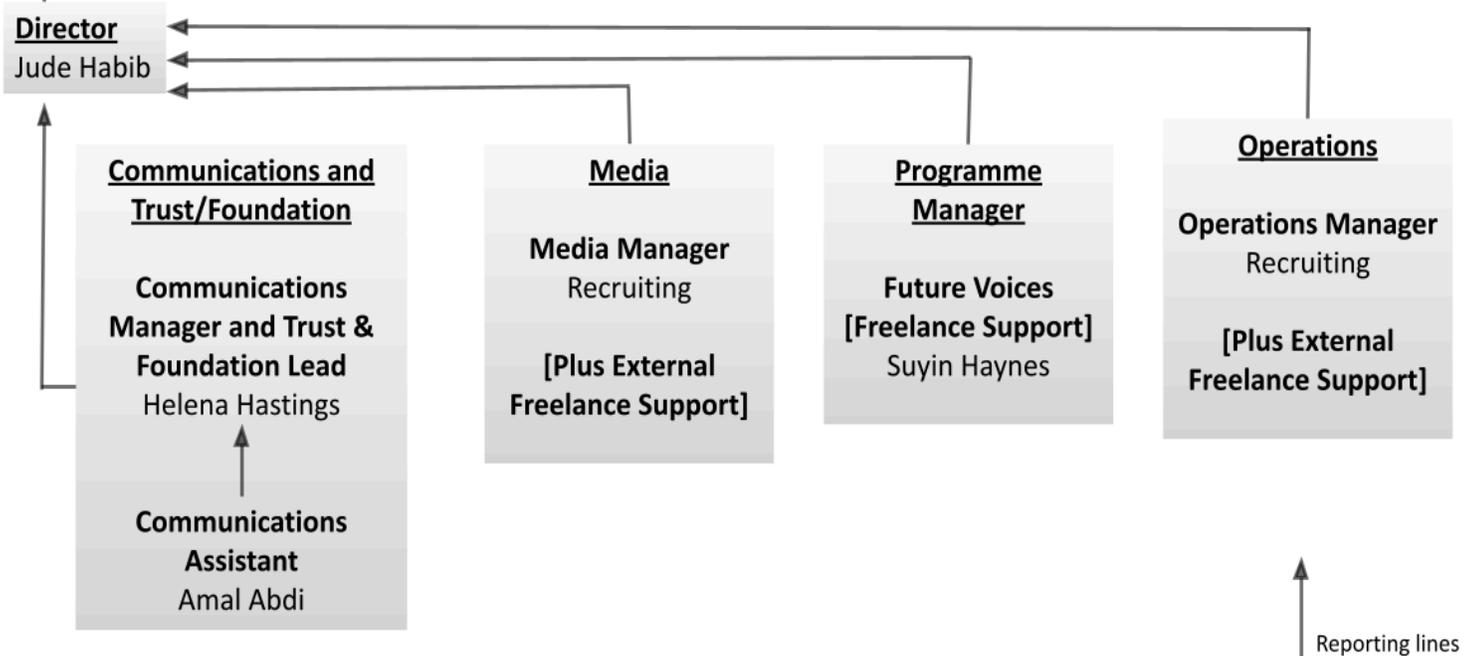
- (a) a person aged less than 16 years;
- (b) a person who is an undischarged bankrupt;
- (c) an employee of the CIO;
- (d) a person who has an unspent conviction involving dishonesty or deception or who would otherwise be disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

# Team structure

## Sounddelivery Media - Structure January 2024

### Board of Trustees

Emma Harrison (Chair), Sylvie Carlos, Colin Falconer, Lisa Jonas (Treasurer),  
Craig Jones MBE, Darren Murinas



# Duties of a trustee are as follows:

- Ensuring that the organisation follows its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie the [Sounddelivery Media constitution](#)), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources only in relation to its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the director/chief executive

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions.

This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

# Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

# How to apply

<b>How to apply</b>	<p>Please fill in <a href="#">this short application</a> with a CV and expression of interest, explaining in not more than two pages why you want to join the board of Sounddelivery Media as a trustee. Please note you can upload the CV and your covering letter.</p> <p>The expression of interest should set out clearly why you are interested in this role, and the relevant skills, knowledge and experience you can bring.</p> <p>If you have any questions, please email them to <a href="mailto:Chair@sounddelivery.org.uk">Chair@sounddelivery.org.uk</a> and we will respond as quickly as we can.</p>
<b>Closing date</b>	Tuesday 9th April 2024

Sounddelivery Media is committed to an inclusive and accessible recruitment process and encouraging equality and diversity among our workforce. If you require any reasonable adjustments to support your application or interview, please reach out to us via [jude@sounddelivery.org.uk](mailto:jude@sounddelivery.org.uk)