



Trustee

Charity Description

Nightlines provide an anonymous and confidential through-the-night listening, emotional support, information and supplies service, run by students for students at their university. They work to improve student mental health and wellbeing and are open at night when other university welfare services are usually closed. Nightlines now cover over 90 universities and colleges, with over 1.5 million students, across the UK and Ireland thanks to an incredible team of over 2,100 trained student volunteers.

Nightline Association is the registered charity, which supports, promotes and develops Nightlines. We help new Nightlines set up and current Nightlines develop new services (e.g. IM, email); we deliver conferences which include training and networking opportunities for Nightline volunteers; we help Nightlines achieve Good Practice Guidelines accreditation; we conduct research; and we fund resources which can benefit Nightlines in their work.

Our vision is for every student in higher and further education to have access to the support offered by Nightline services so that:

- Every student is able to talk about their feelings in a safe, non-judgmental environment
- Fewer students have their education compromised by emotional difficulties, and
- Fewer students die by suicide.

Nightline Association is almost entirely run by volunteers, with only one full time member of staff. As a result volunteers get to play a hands on role operational and strategic running of a national charity. By volunteering for Nightline Association you will not only gain more awareness of the work of the Association and the charity sector, you will also gain workplace skills and make new friends.

Role Summary

Company

Nightline Association

Role

Voluntary role, travel expenses reimbursed

Term

3 year commitment sought; minimum 12 months

Location

Open to applicants across the UK and Ireland

Supported by

Trustee Board

Accountable to

Trustee Board

Application Closing Date

29th February 2016 5pm

How to apply

Email CV and covering letter to applications@nightline.ac.uk

Queries

If you have any queries about the role you can contact Brendan.mahon@nightline.ac.uk

Interview

Interviews for successful applicants TBC

Role Description

Nightline Association Trustees have ultimate responsibility for directing the affairs of the charity, ensuring that it is legal, solvent, well-run, and delivering its charitable objectives. Nightline Association Trustees ensure that the charity adheres to charity law and other relevant legislation, its governing document and the principles defined in “Good Governance: a code for the voluntary and community sector”. They must always act in Nightline Association’s best interests.

Nightline Association is almost entirely run by volunteers with only one full time member of staff. Trustees play a ‘hands-on’ role in supporting the work of the Charity Manager and volunteers.

We are especially keen to hear from those working in higher education, fundraising, volunteer management or the mental health sector.

Duties and responsibilities

Develop strategy

- To contribute actively in giving firm strategic direction to the organisation
- To define goals and set targets for the organisation
- To evaluate the charity’s performance against the agreed targets

Compliance with the law

- To ensure that the organisation complies with charity law, company law and any other relevant legislation or regulations.
- To ensure Nightline Association complies with its reporting and accounting obligations

Compliance with the governing document

- To ensure that Nightline Association complies with its governing document
- To ensure that Nightline Association pursues the charitable objectives set out in its governing document for the public benefit

Safeguarding and assessing risk

- To assess risk and safeguard the reputation, finances, aims and values of the organisation
- To establish and monitor policies, where required for the effective management of the Nightline Association
- In matters where the Trustees are not expert, to take appropriate advice

Financial stability

- To maintain proper fiscal oversight and ensure the financial stability of the organisation
- To ensure the organisation uses its assets and resources exclusively to pursue its objectives

Administration

- To ensure the effective and efficient administration of the organisation

Effective board performance and accountability

- To actively contribute to sound decision-making as a member of the board
- To communicate effectively with board members and make key decisions collectively
- To ensure Nightline Association is accountable to stakeholders
- To collectively ensure the board has the necessary range of expertise, experience and skills to fulfil its legal obligations and duties

Appoint and support staff and other Trustees

- To take responsibility for the appointment of staff and Trustees and to participate in the recruitment process (as required) in liaison with the appointments committee.
- To establish employment policies and procedures
- To ensure new staff and Trustees receive an induction
- To monitor the performance of the board and support fellow Trustees to achieve tasks; ensuring an annual appraisal is carried out (board and individual)
- To support the Charity Development Manager (and other staff) in their operational role and to monitor their performance



To support the Heads of Department

- To act as a mentor offering advice and guidance, as appropriate, to the volunteer Heads of Departments to assist them to carry out their operational roles

Conflicts of interest

- To avoid any personal conflicts of interest and, where conflicts arise, to ensure that they are declared and managed in accordance with the procedures set out in the Nightline Association's governing document

To communicate effectively

- With the board as a whole, by attending meetings and responding promptly to other communications by email, telephone, requests for input, etc
- With other Trustees, staff, volunteers and external parties on allocated projects

Time commitment

Trustee meetings are held 10 times a year

- Six meetings are held for 2.5 hours in the evening in London (attendance may be by Skype or other means)
- Three are held as part of an Away Day in central location (around 1.5 hours)
- One is held as part of the Annual Conference (3 hours)

Trustees are expected to attend:

- At least eight Trustee meetings
- At least one Away Day (all day)
- The Annual Conference (a weekend) which includes the Annual General Meeting.
- Other meetings as required to address specific strategic issues

Other activities

In addition to the above, response and communication by email and telephone, specific tasks and projects and attending other relevant meetings will be required, adding up to at least one hour of activity per week.

Person Specification

General experience and skills (essential)	
<ul style="list-style-type: none"> • Management (of volunteers, staff or resources) and/or governance • Working with a wide range of people • Working effectively as part of a team that makes collective strategic decisions • Understanding and knowledge of policies and procedures 	
Specific experience and skills (essential) in ONE of the columns below	
<p>One of the following</p> <ul style="list-style-type: none"> • Clinical mental health services, as a practitioner or equivalent. • Fundraising, with proven experience of writing bids and bringing money in to sustain the work of a charity. • Legal issues / law, as a qualified solicitor or barrister with experience of charity law and commercial law particularly desirable. 	<p>OR... Two of the following</p> <ul style="list-style-type: none"> • Previous or current Nightline experience in a management role. • Strategy / business management with the ability to plan and develop the charity. • Public relations or marketing. • Managing and engaging volunteers and/or young people. • Operational work with another telephone helpline or mental health charity (or similar). • Human resources, with expertise in the law and HR policy. • Working in a university or related body (eg: student unions).
Personal attributes	
<ul style="list-style-type: none"> • An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship • A willingness to take the lead in financial matters at the charity and to respond promptly and flexibly to requests and claims • Commitment to the vision and aims of Nightline Association • A strong team-player – a contributor of opinion and thoughts, whilst having the ability to collaborate and be accepting of others views • Excellent communicator, verbal and written, via all mediums • Strategic, envisioned and creative approach • Logical approach to decision making • Willingness to give the minimum time commitment • Commitment to equality and diversity • Professional integrity • Eligible to be a charity trustee and company director 	