

Recruitment Pack: Trustee, Jubilee Debt Campaign (March 2022)



Overview

Jubilee Debt Campaign is looking for three new Trustees to join our board and help strengthen our work to challenge poverty and inequality caused by unjust debt. After a period of rapid expansion, we are looking to add to and complement our current board by seeking new trustees who have knowledge and experience in any of the following areas:

- **Fundraising experience and expertise** in any of the following areas of fundraising: Trusts, individual giving, high net worth individuals, legacies. This will support a key organisational priority to stabilise our income at a higher level to sustain the size we have become.
- **Experience of centring anti-oppression in an organisational context.** We are in the process of developing and implementing our anti-oppression strategy that will be foundational and core to everything we do and we are keen to bring in experience at board level.
- **Experience of grassroots activism.** Growing our activism network and supporter base are key components of our theory of change and we would value experience of working in and growing grassroots movements.
- **People with lived experience of debt and/ or insight into the issues of household debt in the UK.** This will help with our work to build on and grow our campaign on household debt and bring debtor voice into the heart of our governance structures.
- **Knowledge of UK charity law.** This will help our board to carry out its duties around compliance in the context of growing authoritarianism and culture wars.

We are committed to providing equal opportunities for everyone regardless of background. We recognise that people face systemic oppression based on factors including their gender, ethnicity, sexual orientation, age and disability and therefore we have a responsibility to centre anti-oppression in our work. We also recognise that people from certain backgrounds are under-represented in this sector and we are committed to addressing this in whatever way we can.

To express our commitment to achieving a more diverse board, we are aiming for 50% non-male board membership and 15% people of colour.

We would particularly like to encourage applications from women and non-binary people, people of colour, people who identify as LGBTQIA and people who identify as working class or have done in the past.

If you are not sure whether to apply, please feel free to get in touch to find more and our current trustees would be more than happy to have a chat and answer any questions you may have.

About Us

Vision, Mission & Values

Jubilee Debt Campaign is a UK charity working to end poverty, inequality and exploitation caused by unjust debt. We do this through research, education, campaigning, and organising, based around the principles of solidarity and partnership. We seek to strengthen the global movement for economic justice through everything we do.

Our vision is of a world that is fair, democratic and sustainable, where everyone has their basic needs met, their human rights respected, and the opportunity to flourish, live a dignified life, and contribute to their community and to society as a whole. This is a world where finance and the banks serve the public interest, and where no-one is exploited, oppressed or driven into poverty by debt.

We have a small, highly-skilled team with an agile, creative and flexible approach, a network of local activists across the UK, a growing community of online activists, and a strong network of allies in the UK and around the world. All of this adds up to a big impact, relative to our size. Key victories in recent years include:

- \$130 billion of debt cancellation for global South countries as part of the Jubilee 2000 campaign
- An Act of Parliament to protect 40 lower income countries from being sued by vulture funds in UK courts
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea
- A cap on interest and charges for rip-off 'rent-to-own' products

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on debt crises in the global South to bear on the debt problems and opportunities facing the UK economy. Our work is guided by our five-year organisational strategy that covers the period 2020-2025. Our current priority work areas are the sovereign debt crisis in the global south; the UK's household debt crisis; and the intersection between global South debt, climate crisis and colonialism.

About the Role

Summary:

- The board is responsible for the governance and strategic direction of Jubilee Debt Campaign. Trustees have collective legal responsibility, along with the other board members, for Jubilee Debt Campaign's management and administration.
- You will need to be able to attend three board meetings per year (February, June and November) in London/ remotely.

Accountable to:

Board of Trustees of Jubilee Debt Campaign

Statutory duties:

- Ensuring that Jubilee Debt Campaign pursues 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 (i.e. the memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. 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
- Ensuring proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

Additional duties:

- Scrutinising board papers
- Applying any skills, knowledge or experience to help the board of trustees reach sound decisions
- Participation in board meetings
- Helping with fundraising (such as by providing contacts and making approaches as appropriate)
- Sitting on board committees, as required
- Sitting on recruitment and disciplinary panels, as required

Person specification**Essential:**

- Commitment to the vision, mission and values of Jubilee Debt Campaign
- Strategic vision
- Good, independent judgement
- Willingness and ability to devote the necessary time and effort to carrying out the trustee role effectively, including participating in board meetings and conference calls in between meetings, scrutinising board papers, and responding promptly to board email discussions

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, especially those set out in:
 - The Charity Commission's guidance *The Essential Trustee* (CC3): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf
 - Jubilee Debt Campaign's Memorandum & Articles of Association: <https://jubileedebt.org.uk/wp-content/uploads/2017/08/150702-Mem-Arts.pdf>
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to think creatively
- Willingness to speak one's mind
- Ability to work effectively as a member of a team
- Commitment to ongoing training and development as a trustee

Desirable:

- Significant skills and experience in at least one of the following areas:
 - Fundraising from trusts and foundation and/or supporters
 - UK charity law and /or libel law
 - Centring anti-oppression in an organisational context
 - Grassroots activism
 - Lived experience of debt and/or insight into the issues of household debt in the K

Eligibility

Please note that some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

Remuneration

This is a voluntary, unpaid position. Travel expenses are provided, and funds are also available to support childcare arrangements if needed.

Commitment

Board members are expected to attend three board meetings a year in February, June and October. The June board meeting will be in person in London on 21 June, 12:30pm - 5:30pm,

which will include a lunch to meet the staff team. This will be the first in-person board meeting in over two years.

The October meeting will be online on 18 October, 1:30pm-5:30pm. Each year board members will set the following year's board meetings times and dates and so you will have the opportunity to suggest changes for 2023 dates, in discussion with other board members.

You will also be required to prepare for each board meeting by reading board papers which are sent two weeks in advance of the board date.

Board members may also volunteer to be on one of the sub-committees of the board which will involve further meetings:

- Finance and Resource Committee – meets three times a year
- Management Committee – meets ad hoc
- Risk Committee – meets once a year
- Recruitment committee – meets to recruit new trustees including planning (2 meetings), shortlisting and interviewing potential trustee candidates.

How to apply

To apply for the role please submit your CV with a letter of interest of no more than 2 pages demonstrating how you meet the requirements in the person specification and confirming that you are eligible to act as a charity trustee.

Please send your CV and cover letter to matt@jubileedebt.org.uk by 9am on Monday 11th April. Interviews will take place on zoom on Friday 29th April and if you have been shortlisted, you will be notified by Friday 22nd April. We can provide funds for childcare if this is needed to enable candidates to attend an interview.

The Chair and Vice-chair of Jubilee Debt Campaign's Board are available to answer any questions about the role. If you would like to arrange a telephone conversation, please contact matt@jubileedebt.org.uk.

Thank you for your interest.