

Gendered Intelligence

Board of Trustees

Thank you for your interest in supporting Gendered Intelligence

Gendered Intelligence is looking to expand the current Board of Trustees in order to bring fresh perspectives and skills to support the vital work that we do.

We are currently recruiting for up to three new trustees, including a Treasurer.

Any successful applicants will need to understand the history of, and the issues that affect trans, nonbinary and gender diverse people and our communities in the UK, either as a member of this community themselves or as a committed ally. They will also need to have a strong commitment to the values and mission of Gendered Intelligence.

Particular areas of expertise

Whilst we are looking for trustees with a broad range of skills, we are particularly interested in finding people with skills and experience in the following areas:

- Strategic and senior practitioner experience of youth work, especially within vulnerable and marginalised communities.
- Management Accountancy and financial systems, especially with relation to, or an interest in learning about, charities.

If your experience does not fall into either of these categories but you would still like to be considered, please do let us know. The best trustees can come from all sorts of backgrounds, and we'd love to know what your experience can offer us.

Commitment

We currently hold five scheduled Board meetings a year and occasional ad hoc meetings as deemed necessary. Additionally there is the opportunity to join subcommittees and working groups to allow deeper involvement in an area of particular interest. In order to facilitate availability for each meeting, to read all necessary paperwork in advance, and to be available to advise in your area of expertise, we consider that successful candidates should be able to commit to being available for a minimum of 10 hours per month.

The Treasurer will in addition be expected to chair the Finance Working Group, which meets for one hour per quarter, in advance of the full Board meetings.

Appointments are for an initial three-year term, renewable for up to two further terms.

Job Overview

We are looking for up to 2 general positions (Role A) and a treasurer (Role B).

- Role A:
 - Hours: Voluntary, but Trustees are expected to commit to a minimum of 10 hrs per month
 - London/ Remote
 - Reports to: Chair/Charity Commission/Company House
 - Function: Regulatory Compliance
- Role B:
 - Hours: Voluntary, with the expectation to commit to a minimum of 10 - 15 hrs per month
 - London/ Remote
 - Reports to: Chair/Charity Commission/Company House; Collaboration with CEO
 - Function: Financial Compliance

Application Process & Timeline

A: Submission

If you decide to apply, please provide

- A cover letter setting out why you want to support GI, what you could bring to the Board and how you fulfil the functions of the role listed below.
- An up-to-date CV

Please provide the above two documents in Word not PDF format, so they can be anonymised.

- Details for two referees & any reasonable adjustments required for the interview
- [Diversity Monitoring Form](#) – this is optional

Send the above to recruitment@genderedintelligence.co.uk by the deadline below.

Please note that as GI works with young people it is our policy that in addition to references, Trustees are subject to a DBS check. Having a conviction will not necessarily prevent you from being a Trustee for GI: we would look at the relevance of the conviction to the role and make an individual assessment.

B: Timeline

- Deadline for submission of applications: **Thursday 24th October at 9am**
- Shortlisted applicants will be informed by: **Friday 1st November**

Shortlisted candidates will be invited to a two-step interview process:

- A meeting with the CEO on **the morning of Monday 4th November** or **afternoon/early evening of Tuesday 5th November**.
- A meeting with the Trustees on **Friday 8th November**. *(Please note change from previous date)*

If you are unavailable at any of these times please let us know when you apply.

Those invited to be on the Board will be asked to observe our next Board meeting on **the afternoon of Tuesday 12th November 2024**.

All offers are made subject to references.

Context

Gendered Intelligence is a Registered Charity in England and Wales that is committed to the idea that everyone can be more intelligent about gender. Our vision is of a world where people are not constrained by narrow perceptions of gender and where diverse gender expressions are visible and valued. Our mission is to increase understandings of gender diversity and to improve the quality of life of trans people, and young trans people in particular. All of our varied activities are focused on supporting this mission.

Background

Our work began in 2006, with a Wellcome Trust grant to run a performing and visual arts project. *Sci:identity - What's the science of sex and gender?* involved a group of young trans and gender questioning people from across the UK. Gendered Intelligence was established in 2008, initially as a Community Interest Company, becoming a Registered Charity in 2019. We have just launched our new 5 year strategy (2024 – 2029) – copies will be shared with shortlisted applicants prior to interview.

Aims

Gendered Intelligence aims to expand understandings of gender diversity, and to improve trans lives.

Activities

We work with trans, non-binary and gender diverse communities and those who impact on trans lives, including parents/ carers, teachers, policymakers, employers, service providers and other organisations.

Our external activities are structured around three departments:

- Youth and Communities Services
- Professional and Educational Services
- Public Engagement

The areas are closely interlinked, with regular communication between staff: a number of colleagues work across different teams. We believe this shared learning provides a major benefit for all individuals who use GI services whether young people, family and carers, members of the public or professionals in their working lives.

Ethos

We are a trans-led, trans-majority organisation with a core of skilled, trained and experienced staff, supported by a diverse and vibrant body of volunteers, who are especially active within Youth Work. We want to play a substantial part in encouraging the cultural shift needed to gain understandings of trans and gender variant lives. We place trans people at the heart of our organisation and we believe that a key way to improve the quality of trans people's lives is to educate the people around them about gender diversity.

For more information see our [Annual Report and Financial Statement for 2022-23](#).

Role descriptions

We are looking for up to 2 general positions (Role A) and a treasurer (Role B).

Role A

A1: Purpose of the role

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity.

A2: Essence of the role

- **Organisational purpose:** The Board is clear about the charity's aims and ensures that these are being delivered effectively and sustainably.
- **Leadership:** Every charity is led by an effective Board that provides strategic leadership in line with the charity's aims and values.
- **Integrity:** The Board acts with integrity, adopting values and creating a culture which help achieve the organisation's charitable purposes. The Board is aware of the importance of the public's confidence and trust in charities, and trustees undertake their duties accordingly.

- **Decision-making, risk and control:** The Board makes sure that its decision-making processes are informed, rigorous and timely and that effective delegation, control and risk assessment and management systems are set up and monitored.
- **Board effectiveness:** The Board works as an effective team, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- **Diversity:** The Board's approach to diversity supports its effectiveness, leadership and decision-making.

A3: Essential Skills and Knowledge for the role

We want our board to embrace a spirit of personal and organisational improvement. We understand that applicants may not have all the elements listed below, but if you don't already have the following, we would expect you to demonstrate a willingness to use your time with us to develop them.

- An understanding of trans, non-binary and gender diverse people, especially young trans people
- An understanding of the not-for-profit sector
- Understanding of equality and diversity issues
- Ability to use your skills and knowledge to support the delivery of direct services
- Ability to work in a team and engage in discussions and productive debates
- Analytical thinking
- Willingness to get involved

A4: Key Accountabilities and Responsibilities

Being a trustee means you will provide oversight for all of the activities of Gendered Intelligence. This is a big responsibility, and includes important legal accountability, but is one held collectively with the other board members.

The charity is run by a dedicated and experienced Senior Leadership Team, and the primary role of the board is to meet regularly with this team to provide feedback, oversight and decision making. Together, the board and the executive team create the strategy that the organisation will follow, and ensure that it is sticking to its purpose.

Board members are expected to engage with a range of issues, inform themselves of GI's legal, social and charitable responsibilities and remain abreast of the context within which GI operates. They are expected to take informed decisions on the future of the charity and to provide both support and challenge to the SLT.

Board members also have an ambassadorial role, publicly representing the charity in both formal and informal settings. Whilst a trustee is not expected to maintain a public profile should they not

wish to, there will be opportunities to attend GI events representing the board as a whole. At the same time, board members are expected to conduct themselves in a manner that befits the charity and its aims and objectives.

Role B (Treasurer)

B1: Purpose of the role

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity. As Treasurer, in addition to the expectations of the general role (Role A, above) you will hold overall accountability for:

- ensuring the financial affairs of the organisation are conducted within legal requirements accounting conventions and good practice
- working in partnership with the CEO, Director of Public Engagement and Central Support Services and the accountancy firm to ensure the financial viability and development of the organisation.

B2: Essence of the role

- Ensure the Board develops a long-term financial strategy for the organisation with objectives which can be monitored
- Ensure appropriate financial systems and procedures are in place (to enable all stakeholders to access the appropriate information)

B3: Essential Skills and Knowledge for the role

The role will require:

- Knowledge of financial requirements with specific reference to Charity Commission and Companies House
- Ability to communicate these requirements to trustees and operational managers
- Collaboration with Senior Leadership Team at GI

B4: Key Accountabilities and Responsibilities

As the Treasurer you will be directly responsible for:

- ensuring the committee fulfils its financial responsibilities
- ensuring proper systems for budgeting, financial control, insurance, and reporting
- keeping Board members informed and assured on the organisation's financial status by carrying out extra scrutiny of finance activity through received management accounts and written reports
- communicating with relevant staff and other Board members to maintain a clear picture of the financial health of the organisation
- ensuring compliance with Inland Revenue and Customs and Excise (VAT) requirements as appropriate

- ensuring financial reports are provided in the proper format and at the proper time, as required by other bodies in law, e.g. SORP requirements
- guiding the appointment of auditors or independent examiners

B5: Technical/Professional Expertise

In addition to the General Trustee Responsibilities, the role will require:

- a knowledge of financial accounting and reporting procedures
- the ability to communicate financial information to those who may have little or no financial background
- hands-on book-keeping skills/knowledge
- strategic financial planning skills
- knowledge of charity accounting requirements

Diversity Information

We are actively seeking to bring people with different lived experiences, diverse backgrounds, abilities and gender identities into the organisation, to create an environment that is welcoming for all. We are particularly keen for trans-feminine spectrum people and people of colour to apply. As part of our commitment to increasing diversity, we have included a Diversity Monitoring form, which is not mandatory, but we hope you will complete.

[GI Recruitment - Diversity Monitoring Form](#)

To find out more about our commitment to diversity and inclusion, visit our [Working at Gendered Intelligence](#) page.

Additional Support

Want to learn more before applying?

We're aware that people may have different needs or additional queries, and we want to support all potential applicants.

If you have any additional queries, you can contact us via one of the following routes. These are optional, and do not form a mandatory part of the process.

- If you would like to have a discussion prior to making an application, please get in touch with either our Chair, Amsel Page von Spreckelsen or our Secretary Skip Koehler via trusteerecruitment@genderedintelligence.co.uk
- In addition, we are offering all interested candidates the opportunity to meet informally (online) with our CEO, Jay Stewart. Slots are available on Monday 23rd September, 12 noon - 1pm; Thursday 3rd October 9 - 10am; or Tuesday 15th October 4 - 5pm. If you would like to take up this offer please contact recruitment@genderedintelligence.co.uk by 9am on the previous day.
- If you have any practical questions about the process itself please contract recruitment@genderedintelligence.co.uk

More information about being a Trustee, including a checklist to confirm that you are eligible is available [here](#).

Training and support will be provided to successful candidates to ensure that all responsibilities can be met.

Deadline: Thursday 24th October at 9am