



# **Board Trustee**

**Recruitment Pack  
June 2022**

## Welcome from our Chair:

Thank you for your interest in this position. Million Minutes is a vibrant Catholic youth social action charity which plays a key role in promoting the needs and voice of young people in the Church, with an emphasis on Catholic Social Teaching (CST). We are guided by our values:



- Solidarity and subsidiarity
- Participation and community
- Accompaniment and leadership

This is an exciting moment to join the charity and lead our next stage of development and growth. Established 11 years ago, we have transitioned to a new team over the past couple of years. We are in the middle of developing a new strategy, which you will contribute to iterating and finalising, launching towards the end of the year.

Our vision for this strategy is bold, framed by a desire for renewal and movement in the Catholic Church. What does this look like? Whilst renewal will need multiple organisations and people, we believe there are several broad areas, building on successful work in the past, that we can contribute:

- 1) Develop and promote **CST programmes** as a response to the unique experiences of this generation of young people, informed in part by the impact of the pandemic
- 2) Inculcate a more **inclusive church** by expanding our fledgling work supporting young, marginalised groups (for instance, young women and young LGBT+ people), with a focus on practical and pragmatic initiatives
- 3) Further develop **accompaniment and empowerment of young people**. This will build on our exciting programme nurturing innovative, grassroots parish youth outreach and our commissioned research project which has developed new approaches to accompaniment
- 4) Continue to champion open youth outreach and ministry that we want to see in the Catholic Church, which values the dignity of every person and serves people of all faiths and none.

What does youth ministry look like/In the last year we have:

- Fundraising (SiLent)
- CYPA
- Webinars
- Beacon Parishes
- Schools
- Alumni network

You will work alongside our Board of Trustees. We are professionals in fundraising, finance, campaigning, communications, programme delivery, youth ministry, education and CST. As a group, we are bold, positive and ambitious. As well as governance responsibilities, we get stuck in and offer practical to the team.

This job description sets out the responsibilities of a trustee. If you think you can contribute to our mission, we hope to hear from you. If you have any questions before applying, just drop me an email.



Ewan Day-Collins  
Chair, Million Minutes

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## Role Description

Million Minutes requires a diverse, engaged Board to govern and direct the charity's work. A Trustee is expected to contribute across the range of governance functions held by the Board.

Million Minutes is seeking to appoint three Trustees over 2022. At least one of these appointments will be an individual with **previous board and/or senior leadership experience**.

A Trustee contributes to the governance of Million Minutes' activities and development of the charity's strategic direction. Board membership involves attending:

- **five meetings per year on weekday evenings** (virtual attendance is possible)
- **one full 'Away Day' in January**, held in London.

Most Trustees also assume either an ongoing or time-limited strategic lead for an area (e.g. finance; safeguarding; CEO management) suited to their expertise.

All Trustees are expected to bring their experience, skills and commitment to support Million Minutes in the essential elements of good governance:

- Always acting with reasonable care and skill
- Ensuring we are carrying out our charitable purposes for the benefit of the public
- Always acting in the charity's best interests
- Ensuring that all our activity is accountable
- Managing our resources responsibly
- Complying with all the legal and regulatory requirements

Successful applicants will be committed to the mission of the charity and to using their sphere of influence and their skills to advance the charity in achieving its vision. Further, the successful candidates will be:

- Prepared to fully understand and accept the legal duties and responsibilities of being a Trustee
- Committed to the charity's vision and values
- Willing to devote time to carry out responsibilities
- Strategic and forward-looking

Candidates will also demonstrate:

- Good, independent judgement with the ability to think creatively in the context of the organisation and external environment
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues



- An understanding of the need to challenge and constructively critique, whilst maintaining collective responsibility for board decisions
- A desire to support the CEO, and hold them to account

## **Expectations of Trustee**

- Attendance at five board meetings plus one away day per year – some meetings are in person in London but there will always be an option to join remotely. In-person attendance *is* expected at the away day in January in London
- Preparation for meetings: trustees share responsibilities for policy review, risk register reviews and other governance tasks as required
- Willingness to assume strategic responsibility for an area of development and/or risk, to be agreed with the wider Board dependent on your experience and capacity. This could be held on an ongoing basis (e.g. safeguarding) or for a discrete time period (e.g. strategy development)
- Representing the charity as an ambassador, and attendance at special events as and when needed
- The term is 3 years, with option to complete multiple terms

## **How we will support you in the role**

- Full Trustee induction process including introduction pack and meetings with the CEO and Chair
- Offer of mentoring in the first year by a current or former trustee
- Direction towards external training opportunities
- Periodic Board reviews
- Socials during the year

## **Practical Details**

**Volunteer Position:** unpaid

**Application process:** Please send a CV and one page covering letter outlining why you would like to join the Board of Million Minutes. The recruitment process will involve an interview with members of the Board. If successful in this, you would then be given an opportunity to observe a Board meeting, after which you and the Board can decide whether to progress to ratification.

Please email your completed application to [info@millionminutes.org](mailto:info@millionminutes.org) with subject heading 'Trustee Application\_ YOUR NAME'

Or to have a conversation about the vacancy, please contact [ewandaycollins7@gmail.com](mailto:ewandaycollins7@gmail.com)