

Trustee Role Advert

Are you passionate about challenging inequality and using learning and creativity to empower people? To grow our charity, we need authentic, skilled and committed individuals to join our Board.

Who are we?

Ipswich Community Media (ICM) is a rapidly growing grassroots charity working based in the Westgate Ward in Ipswich, one of the most deprived wards in the country and the most diverse ward in Suffolk. Launched in 2015 by a group of people with a shared vision to serve the local community, we run free weekly sessions in music, media, creative arts and language learning.



Through innovative and engaging methods, we are able to boost self-esteem, interpersonal, social skills, group working and provide pathways to employment and volunteer opportunities.

Our mission is to challenge inequality by empowering people to transform their lives through learning and creativity.

What we do:

We provide the following free sessions every week to our local community:

- English as a second language (ESOL) to over 130 learners from over 21 different nationalities
- Music and media sessions to young people who face exclusion from school and struggle in regular educational settings. As well as young people who are at risk or already in the criminal justice system
- One-to-one tuition to young people with learning disabilities in radio production
- The opportunity for young people to explore and develop skills in music production, radio and performance
- Sessions in music and creativity for children in one of the most deprived and diverse wards in Suffolk
- Volunteering opportunities through our projects and local events and partnerships

What we're looking for

ICM is looking to recruit new Trustees to our Board to ensure we have a broad range of experience and skills, which reflect the diverse communities we serve.

We encourage applications from a wide range of candidates including those with relevant lived experience. We welcome applications from individuals regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability. As part of our commitment to racial justice we particularly welcome applications from Black, Asian and Minority Ethnic candidates.

We are particularly keen to hear from those with the following skills and experience:

- Financial management
- Fundraising experience
- Experience working with marginalised communities
- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit making Organisations
- Legal matters
- Recruitment and personnel management, including knowledge of employment legislation
- Public relations
- Marketing
- IT systems
- Campaigning
- Education and learning
- Safeguarding
- Youth Work

What you will be doing

- Contributing to the development of all aspects of the charity including governance, promotion and fundraising
- Ensuring compliance with constitutional and governance requirements and Charity Commission guidance
- Being an active committee member by attending meetings and contributing ideas
- Using your skills, experience and local contacts to promote our work
- Being a positive advocate for ICM and encouraging others to support our work
- Safeguarding the reputation and values of our charity

What's in it for you

- Use your skills and experience to contribute to the success of our charity and make a positive difference to local people's lives
- Meet like-minded people and enjoy being part of a team
- Enhance your CV by developing new skills and gaining valuable experience
- We'll support you to develop in your volunteering role and provide you with relevant training
- We'll give you a reference for your future work or volunteering
- We provide out-of-pocket travel expenses

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.

ICM is committed to Equality and Diversity at all levels and believe that the Board of Trustees should reflect the breadth of the Organisation and its beneficiaries. Our Equality and Diversity Policy, which ensures equal access to the services of the charity and equal opportunities in staff appointment procedures, will be applied to the procedures for nominating and appointing trustees.

All ICM Trustee roles are voluntary, with no remuneration, however out of pocket expenses can be claimed.

Additional Information

- You will be provided with a Trustee pack on appointment and invited to meet with our Chair of Trustees and Executive Directors for an introductory conversation and a tour of our premises
- Board meetings are held quarterly and are currently held online. When restrictions allow these will take place at our offices in Ipswich
- You will be required to commit up to 12 days a year (approximately 8 hours per month), to attend board meetings, business planning meetings, follow up on actions, attend training, review board papers and liaise with the Directors on operational issues as necessary
- All Trustees are required to attend three out of four quarterly Board meetings each year
- All Trustees must serve a minimum 3 year term

How to apply

- If you are interested in becoming a Trustee please get in touch with us via hello@ipswichcm.org.uk
- Candidates will be asked to submit a CV and personal statement demonstrating their suitability for the role

If you have any questions about the role or would like an informal chat about our work, please get in touch via hello@ipswichcm.org.uk we'd be pleased to hear from you.