

Join the Trustee Board of the London Emergencies Trust November 2023

The opportunity

We're recruiting new members to join the Board of the London Emergencies Trust (LET) alongside a supportive and experienced group of Trustees. We're looking for people who can bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our Board. In return, we'll give you any advice or training you need to take on the role, so that you can help us to make a real difference to the lives of people caught up in major emergencies in London.

This pack tells you a bit more about the charity, the role of our Trustees, and what we're looking for from you. If there's anything you'd like to know that's not covered here please just drop us a line at info@londonemergenciestrust.org.uk – this is also the address to get your application to us before the deadline of 9am on Tuesday 28 November 2023.

Thank you for your interest in joining us – we look forward to receiving your application.

Who we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Our current Trustee Board members completed a diversity audit, as we are keen to ensure that we represent London's diversity in our governance. Based on this review we are particularly encouraging of applications from: young people; people from racially minoritised communities; and people from LGBT+ communities.

We also completed a skills and experience audit of our current Trustee Board, and are also keen to invite applications from people who have skills in digital, conflict resolution, and/or have lived experience of the issues covered by LET's work.

In terms of key personal skills and qualities, in addition to the personal resilience needed at times of high workload for the charity when responding to an incident, we are looking for you to have:

- Willingness and ability to understand and accept your responsibilities and liabilities as Trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.

- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

About us

The London Emergencies Trust (LET) is a pop-up disaster response charity that 'goes live' when a major civil emergency strikes. We distribute public donations to those who are caught up in a major emergency such as terrorist attacks or other civil disasters in the capital.

We first went into action in 2017 and worked with the British Red Cross and other funders to distribute charitable donations by the public to those most gravely affected by the terror attacks at: Westminster, London Bridge, Finsbury Park and Parsons Green.

We also helped with the distribution of donated cash to the victims of the Grenfell Tower fire.

You can read more about our work on our website at <https://londonemergenciestrust.org.uk/>

You can also see a short film explaining how LET works here:

https://www.youtube.com/watch?v=lnDvvPKS_1Y

How we work

LET uses its experience of grant-making, and balances care with speed to pass on charitable donations to the next of kin of those who lost their lives and to people who have been injured and hospitalised.

We use simple and easy-to-fill-in application forms when an emergency happens.

We make some simple checks to verify claims. We know that people will have lost important documents and so we rely on the information we are given in support of an application.

We ask people to provide only the most basic of information to enable us to process a request. We never ask for more detail than we absolutely need and we promise never to pass any information to any third party without an applicant's express permission.

Our leadership

As a charity and a company limited by guarantee we have a Trustee Board which is also our Board of Directors – at the moment we have six Trustees/Directors, and are keen to bring two new people on board through this recruitment.

Our Trustees play a vital role in making sure that LET achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that LET has a clear strategy and that our work and goals are in line with our vision.

Day-to-day operational activity is supported by a small team of secondees and consultants who can be called on to respond quickly as required – this includes specialists on finance, casework and communications – with further reach into partner organisations who can provide additional capacity at short notice if the nature of the charity's work requires this.

The unique role of a LET Trustee

When the charity is in a “dormant” state (i.e. when there are no live casework activities linked to any incidents in London), the Board meets four times a year to maintain effective governance – overseeing any key strategic issues (such as responses to reviews of relevant legislation or policies that could improve the lives of people affected by disasters in London), ensuring effective financial management of the charity (including reviewing and approving annual accounts), and strengthening relationships with partners to prepare for any future activation. During these periods Trustee involvement is mainly limited to four meetings a year, each of which will normally last no longer than two hours.

When the charity is activated the Trustee role becomes more demanding. In response to any incidents, the Board moves quickly to convene and review whether and how to activate – this will include working to ensure appropriate staffing is in place to respond to applications and manage casework, that relationships with funders/donors are effectively managed, and that we have clear and effective lines of communication established internally and externally. As applications are received, the staff team will prepare reports for Trustee review to make decisions on the distribution of funds – depending on the scale and complexity of the incident this can lead to a more significant numbers of meetings in a short period of time, to ensure that decisions are made effectively and as efficiently as possible so that help can reach people affected. You can review on our website the number of people helped at our busiest time, responding to the incidents of 2017 in London, to get an idea of how involved you may need to be as a Trustee at times like this.

What’s involved in being a LET Trustee

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. The key duties and responsibilities of a Trustee are:

- Support and provide advice on LET’s purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee LET’s financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve LET’s financial statements.
- Provide support and challenge to any staff or consultants involved in delivering LET’s work.
- Keep abreast of changes in LET’s operating environment.
- Contribute to regular reviews of LET’s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Contribute to the broader promotion of LET’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

The time commitment varies, as indicated above. Trustees are appointed for terms of three years, which can then be extended by a further three years if you are still able to serve. Whilst this is a voluntary position, reasonable expenses can be reimbursed (for example travel to meetings).

What's the process for applying?

We're delighted that you've read this pack, and are hope that you are looking forward to applying to join the Board of LET.

To express an interest in the role, please just send us a copy of your CV and a cover letter (of no more than two sides) that explains why you are interested, what you can bring to LET, and how you feel your skills and experience would help you to rise to the challenges of the role described in this pack. When ready, send all this info by email to us at info@londonemergenciestrust.org.uk, by 9am on **Tuesday 28 November 2023**.

We'll review the applications received that week, and will hold initial conversations with shortlisted candidates on Thursday 7 and Friday 8 December (this will be with our Chair, an existing Trustee and our Company Secretary). Potential Trustees will then be invited to observe the LET Trustee Board meeting on Monday 11 December, after which appointments will be confirmed.

If you have any questions on the process, or what's involved in being a LET Trustee, please just send us a note to the above email address and we will get back to you as quickly as we can.