



# TRUSTEE APPLICATION PACK

MAY 2023



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Dear Applicant,

**RE: Application To Become A Trustee / Non Executive Director**

Thank you for your interest in joining the Board of Trustees here at Manchester Pride.

Please find attached a detailed role description, person specification, key skills form and declaration.

To apply for the role, you will need to read through this pack, complete the key skills form and submit it along with a CV and a short covering letter.

The deadline for applications is 12 June 2023. Details of where to send your completed application form, by email or by post, can be found in the notes.

If you have any questions, or wish to have an informal chat regarding becoming a Trustee, please do not hesitate to contact me on [chair@manchesterpride.com](mailto:chair@manchesterpride.com)

Yours Sincerely,

David McGovern  
**Chair of Trustees**

## **An introduction to Manchester Pride**

Manchester Pride is one of the leading LGBTQ+ charities in the UK. The charity is pioneering in its approach to LGBTQ+ inclusion and equality, spearheading the modern Pride movement. We are a local charity with an international reach.

Our vision is a world where LGBTQ+ people are free to live and love without prejudice and where our culture is universally celebrated.

We campaign for equality; challenge discrimination; create opportunities for engagement and participation; celebrate lesbian, gay, bisexual and transgender life; and fundraise to enrich the lives of and empower LGBTQ+ people in Greater Manchester.

We are most famous for our annual programme of Lesbian, Gay, Bisexual, Trans, Queer and Inclusive (LGBTQ+) events in Greater Manchester which each year bring more than 200,000 people together to celebrate queer life.

Our events and community focussed initiatives are at the heart of our organisational strategy, which incorporates the delivery of an internationally acclaimed and hyper localised experience for our communities, befitting a city at the heart of the Northern Powerhouse.

As a grant making charity, we raise money through our events and then distribute this to LGBTQ+ causes across the Manchester city region through our four grants programmes.

You can find out more about our events, initiatives and grant schemes on our website.

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## **Our Vision:**

A world where LGBTQ+ people are free to live and love without prejudice and our culture is universally celebrated.

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## **Our Mission:**

To authentically celebrate and liberate LGBTQ+ communities in Greater Manchester and beyond so that we can all thrive.

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## **Our Values:**

*Unity:* Great things are achieved by working harmoniously to achieve our vision.

*Liberation:* Nobody's free until everybody's free.

*Joy:* Celebrate and take unrivalled pleasure in queer expression and our rich, diverse culture.

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## **Our Goals:**

- Stage an annual world class celebration of LGBTQ+ life in Greater Manchester. Maintain the position of the festival on its international platform, acting as a beacon for LGBTQ+ equality in Greater Manchester and throughout the world.
- Campaign for the advancement of LGBTQ+ equality & inclusion at home and abroad. Educate people of Greater Manchester and beyond to recognise, understand and challenge discrimination against LGBTQ+ people.
- Support grassroots projects and initiatives that encourage the wellbeing of LGBTQ+ people in Greater Manchester, in line with the priorities of our communities.

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<b>Role Description:</b>	Trustee / Non Executive Director
<b>Remuneration:</b>	The role of Trustee is not accompanied by any financial remuneration, although modest expenses for travel may be claimed.
<b>Time commitment:</b>	Min. 6 Board meetings per year plus 4 committee meetings
<b>Term:</b>	Three years with the option for nomination for an additional term

Trustees collectively hold the charity in trust for current and future beneficiaries. The role of a Trustee is to ensure that Manchester Pride fulfils its duty to its beneficiaries and delivers on its vision, mission statement and values.

The duties of a Trustee include but are not limited to:

- Ensuring that Manchester Pride:
  - Complies with its governing Constitution.
  - Promotes its charitable purposes as defined in the Constitution.
  - Operates for the public benefit.
  - Applies its resources exclusively in pursuance of its objectives.
  - Has a clear vision, mission and strategic direction and is achieving these.
  - Complies with all legal and regulatory requirements.
  - Operates the highest governance standards.
- Acting in the best interests of Manchester Pride.
- Promoting the success of Manchester Pride.
- Exercising independent judgement.
- Exercising reasonable care, skill and diligence.
- Actively contributing to the Board's role of giving firm strategic direction, setting overall policy, defining goals, setting targets and evaluating performance.
- Safeguarding the good name and values of Manchester Pride.
- Ensuring the effective and efficient administration of Manchester Pride.
- Ensuring the financial stability of Manchester Pride.
- Protecting and managing the property of Manchester Pride and ensuring the proper investment of Manchester Pride's funds.
- Avoiding conflicts of interest.
- Appointing the Chief Executive Officer and monitoring their performance.

As well as the various duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make sound decisions.

The above list of duties is indicative only and not exhaustive.

## **Becoming a Trustee**

Trustees provide an essential and legal requirement for all charitable organisations. Trustees are recruited to take overall responsibility for the organisation, ensuring that the charity delivers its charitable aims and works within both recommended and legal guidelines.

There are a number of responsibilities involved in becoming a Trustee and as such you are advised to research and read the publications available from the Charity Commission.

The Manchester Pride board of trustees is made up of professionals, senior managers and directors. The Board is led by the Chair with the support of a Vice Chair and a Treasurer.

Manchester Pride employs a full time operational team that is managed by the CEO. The organisation also employs a number of freelance staff to assist with the delivery of events.

The operational team is responsible for the day-to-day management of the charity in line with the objectives and strategies outlined by the Trustees. Trustees are involved in all major decisions.

## **Person Specification**

We are looking for professional individuals who share our passion for the promotion of LGBTQ+ equality. You should have a good understanding of what the role of a trustee entails and its importance to the governance of the organisation.

You should feel comfortable scrutinising and approving large budgets (£2m plus)

You should feel comfortable initiating and leading conversations based on your ideas and providing feedback on the opinions and views of others.

A successful board of trustees should be made up of people who possess a variety of different skills and experience. Manchester Pride therefore, especially welcomes applications from individuals with the following skills/experience:

- Financial Management / Accounting
- Human Resources
- Grant making

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## **Commitment to Diversity**

It is critical that our board reflects the diversity of contemporary Britain. We therefore particularly welcome applications from candidates who are currently underrepresented on the Board.

## **Time Commitment**

Trustees are appointed on a voluntary basis. You will need to be able to commit to attend at least six full board meetings each year. These meetings usually run for approximately two hours. Trustees are required to review any papers issued prior to each meeting.

A number of Trustees are allocated to various committees to make specialist decisions and proposals to present to the full Board. This generally requires a further quarterly time commitment. Trustees should also be available to offer advice and support to fellow Trustees, the Chair, Vice Chair and the Chief Executive Officer.

As Manchester Pride generally operates within standard office hours, Trustees may be required to attend meetings within the working week, therefore should ideally hold a position that supports flexibility. In addition, you will need to be available for the duration of the Manchester Pride Festival in August for meetings and key events if and when required.

New Trustees are appointed for a three year term with the potential for a further three year appointment.

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## Application Process

You will need to provide the following documentation to be eligible for the position:

1. A CV
2. Covering letter answering the following questions:
  - a. What motivates you to apply to become a Trustee of Manchester Pride?
  - b. What do you feel you would bring to the board a Trustee?
3. Completed Key Skills Form
4. Provide names and contact details of two professional referees to support your application
5. Signed Declaration
6. Completed Equal Opportunities Monitoring Form

Your completed application will be reviewed by a Trustee recruitment panel made up of current Trustees and the Chief Executive Officer, who will then invite any suitable candidates to meet and discuss the role further in a formal interview. The successful candidate will then be invited to attend a board meeting as an observer prior to being elected onto the board.

We currently have at least two positions available.

Your completed application can be submitted via the [online portal](#); by email to [tom@manchesterpride.com](mailto:tom@manchesterpride.com); or by post FAO: Tom Youngman, Manchester Pride Ltd, Manchester One, 53 Portland Street, Manchester, M1 3LD.

Applications should be received no later than Monday 12 June 2023.

If you have any questions relating to this form, please email [tom@manchesterpride.com](mailto:tom@manchesterpride.com).



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## KEY SKILLS

	Skills	Highly Skilled	Skilled	Some Proficiency	No Expertise
1	Audit / Risk Management				
2	Commercial Acumen				
3	External Representation				
4	Financial management				
5	Governance / Chairing				
6	Grant making				
7	Human Resources				
8	Income Generation / Fundraising				
9	Investment				
10	IT / CRM Systems				
11	Legal				
12	Marketing / Branding / Social Media				
13	Monitoring / Evaluation				
14	Operational Management				
15	Organisational Development				
16	Performance Management				
17	Policy				
18	Relationship Management				
19	Social Entrepreneurship				
20	Staff Development				
21	Strategic Planning				
22	Volunteer Management				

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## REFERENCES

Please give the names and contact details of two referees to support your application

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## DECLARATION

(Please delete as appropriate)

I declare that:

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- I do / do not have an unspent conviction for an offence involving deception or dishonesty;
- I am / am not an undischarged bankrupt;
- I have / have not previously been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement;
- I am / am not under a disqualification order under the Company Directors Disqualification Act 1986.
- I am / am not disqualified by the Charities Act 1993 (Section 72) from acting as a charity trustee.

I declare that the information within this application is true and accurate. I have read and understood the requirements of becoming a trustee should my application be successful. I understand that if it subsequently discovered that any statement or information is false or misleading, or that I have withheld any relevant information, my application may be disqualified or my appointment revoked.

Signed

Print name

Date

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## EQUAL OPPORTUNITIES MONITORING FORM

Manchester Pride is committed to supporting the principle of equal opportunities and operates a robust Equality and Diversity Policy. To help us to monitor the effectiveness of this policy, we request you to fill out this form. This form will be detached and kept separate to your application, and the information held herein will be kept securely and used for analysis purposes only.

Please tick one box in each section.

### MONITORING ETHNICITY

Ethnic origin is not about nationality, place of birth or citizenship. It is about colour and broad ethnic groups. UK citizens can belong to any of the groups indicated. How would you describe your ethnic origin?

ASIAN OR ASIAN BRITISH	
Bangladeshi	
Indian	
Pakistani	
Other Asian (please specify)	
BLACK	
Black African	
Black Caribbean	
Black British	
Black European	
Other Black	
WHITE	
White Eastern European	
White British	
White Irish	
White Western European (non-British)	
Other White	
CHINESE OR CHINESE BRITISH	
Chinese	
Chinese British	

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DUAL HERITAGE	
White and Black Caribbean	
White and Black African	
White and Asian	
Other Dual heritage	
OTHER	
Other Ethnic Background	
PREFER NOT TO SAY	
Prefer Not to Say	

## AGE

Which age category do you fall into?

Under 21		22 – 35		36 - 45	
46 – 55		55 +		Prefer Not To Say	

## DISABILITY

A disabled person is defined in law as someone who has an impairment that has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability or long-term health condition?

Yes		No		Prefer Not To Say	
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## GENDER

Would you describe yourself as:

Male		Female		Transgender	
Non Binary		Prefer Not To Say		Other	

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## SEXUAL ORIENTATION

Would you describe yourself as:

Bisexual		Gay		Heterosexual
Lesbian		Pansexual		Other
Prefer Not To Say				

## MARKETING SCREENING

Where did you hear about this position? (Please tick where appropriate)

Website (Please specify)		Word of mouth	
Other (Please specify)			

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