**Mankind UK Trustee Application Form**

*We will keep the information you provide us with for recruitment purposes and nothing else. After 6 months of the post being filled, the information you have provided will be destroyed.*

Please return this Application Form along with the Equalities Monitoring Form to [lucy.hughes@mkcharity.org](mailto:lucy.hughes@mkcharity.org)

**Contact details**

Name:

Address:

Postcode:

E-mail:

Telephone (daytime):

Telephone (evening):

**References**

Please give the details of two people who can provide references for you. One of these should be a current or previous employer. If this is inappropriate or not possible, please explain why and provide alternative reference(s).

1. Name:

Address:

Postcode:

E-mail:

Telephone:

How do you know them?

2. Name:

Address:

Postcode:

E-mail:

Telephone:

How do you know them?

**Criminal Offences and Safeguarding of Children and Vulnerable Adults**

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 and is subject to a Disclosure and Barring Service (DBS) check. This means that you should provide information about all previous convictions, including those that are spent. Failure to disclose relevant information below could lead to Mankind withdrawing an offer of employment.

The information you provide here will be kept confidential and only disclosed to those parties relevant to the recruitment process.

The disclosure of a criminal record will not necessarily prevent your employment with Mankind. In making a decision, we will carefully consider any conviction’s relevance to the appointment.

Have you at any time been convicted of a criminal offence?

​​​Yes / No

Have you been restricted from working with children or vulnerable adults?

​Yes / No

If the answer to either or both of these questions is ‘yes’, please give details:

|  |
| --- |

Pages 1-3 and your Equalities Monitoring Form will be detached before your application form is submitted to the short-listing panel

**Employment, Volunteering and Governance Experience**

Please tell us about your previous employment including all relevant unpaid work or trusteeships. Please list in date order starting with the most recent.

| **Name of Organisationand title of role held** | **Dates** | **Main duties, responsibilities and achievements** |
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**Education & qualifications**

Please tell us about any relevant qualifications

| Training Institution | Dates | Course attended and/or qualification gained |
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**Personal Interest**

Please tell us why you are keen to join the Board of Mankind UK (limit = 300 words)

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| --- |

**Relevant Skills**

Please refer to the Trustee Role Specification in the Recruitment Pack to complete this section. You will be asked to use the definitions below to indicate your level of expertise in each area then to give some examples.

We do not expect applicants to hold expertise in all areas. Where you state you are at Level D please feel free to leave the text box blank or state N/A.

***Level A***

is a level of skill/knowledge characterised by having qualifications and professional experience sufficient to be able to take a leadership role in this area. You will probably have experience of the area at a senior level, and/or a postgraduate qualification.  For example, a chartered accountant with a track record as a charity Trustee responsible for finances, would be expected to tick *Level A*under financial management.

***Level B***

is a level of expertise where a person has experience and/or qualifications, and been responsible for (in a paid or voluntary capacity) the skills area, but who would not be considered at the level of expert.  For example someone who manages the bookkeeping for a small private company would tick *Level B* for financial management.

***Level C***

is a level of skill where a person has lay knowledge, and is familiar enough with the area to contribute to board discussion, form an opinion and understand the issues. For example someone who comfortably manages their household finances and files personal tax returns might select *Level C* for financial management.

***Level D***

is for if you feel inexperienced or unfamiliar with the area and would require training to be able to understand the issue and participate in discussions. For example someone who doesn’t know what terms like ‘dividend’, ‘accrual’ or ‘depreciation’ mean would select *Level D* for financial management.

For each skill in the right hand column please indicate your level of expertise with A, B, C or D. Then please give an example which demonstrates that skill or experience in the text box.

Please feel free to leave the text block blanks for areas where you are at level D

| **General Trustee Person Specification** | | LEVEL |
| --- | --- | --- |
| 3.1 | Ability to think creatively and strategically to achieve predetermined goals |  |
| 3.2 | Ability to contribute constructively to discussions and challenge where necessary |  |
| 3.3 | Experience of working effectively as a member of a part time team of staff and volunteers |  |
| 3.4 | Knowledge of the legal duties, responsibilities and liabilities of trusteeship |  |
| 3.5 | A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. |  |
| **Chairing Person Specification** | | LEVEL |
| 4.1.1 | Experience of leading a Board or Committee |  |
| 4.1.2 | Facilitation and mediation skills |  |
| 4.1.3 | A particularly in depth understanding of charity and company legislation |  |
| 4.1.4 | Experience of managing risk assessment and mitigation processes |  |
| 4.1.5 | Experience of public speaking |  |
| **Marketing Person Specification** | | LEVEL |
| 4.2.1 | Have a professional qualification or training in marketing and / or membership to the Chartered Institute of Marketing |  |
| 4.2.2 | Have a demonstrable track record in marketing on a limited budget using creative and cost effective methods of communication |  |
| 4.2.3 | Have an understanding of the legislation pertaining to marketing and communications including the management of personal data |  |
| **Finance Person Specification** | | LEVEL |
| 4.3.1 | Track record of writing bids and generating income using a range of fundraising techniques |  |
| 4.3.2 | Experience of grant making or assessing funding bids |  |
| 4.3.3 | Have a professional qualification or training in accountancy |  |
| 4.3.4 | Experience of developing and implementing organisational financial management systems |  |
| **People Management Person Specification** | | LEVEL |
| 4.4.1 | Employment background, training or qualification in human resources |  |
| 4.4.2 | Knowledge of employment law |  |
| 4.4.3 | Experience of recruitment at senior level |  |
| 4.4.4 | Experience of managing staff and/or volunteers |  |
| **Growth Management Person Specification** | | LEVEL |
| 4.5.1 | Experience of growing a business, charity, community project or social enterprise |  |
| 4.5.2 | Experience of User Experience and Service Design |  |
| 4.5.3 | Experienced and confident networker and public speaker |  |

**Declaration of Eligibility to be a Trustee**

I confirm that all of the information I have provided on this form is correct to the best of my knowledge. I understand that, if I am appointed to this post and it is subsequently discovered that I have willfully or neglectfully given false information, I may be liable to instant dismissal and possible prosecution.

I declare that I am not disqualified from acting as a charity trustee and that:

1. I am over age 18 at the date of appointment.
2. I am capable of managing and administering my own affairs;

1. I am not disqualified under the Independent Safeguarding Authority (ISA) Adults’ Barred List (formerly the Protection of Vulnerable Adults List)

1. I am not an undischarged bankrupt.

1. I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.

1. I am not under a disqualification order under the *Company Directors' Disqualification Act 1986,*or to an Order made under section 429(b) of the Insolvency Act 1986

1. I have not been convicted of an offence involving deception or dishonesty

1. I have not been convicted of a sexual offence(s)

1. I do not have any financial interests in conflict with those of the charity to who I am applying (either in person or through family or business connections) except those which I have formally notified in the conflict of interest declaration.

1. I will abide by Mankind UK’s Code of Conduct Policy.

1. I give my consent for the charity to carry out relevant checks on me including, if necessary, identity checks, Criminal Records Bureau (CRB) checks and checks against the Charity Commission’s list of removed or disqualified trustees.

1. I give my consent for Mankind to hold my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

1. I understand that to knowingly make a false statement is a criminal offence under section 11 of the Charities Act 1993 and a false declaration could result in my removal as a trustee.

1. I have read and understand the role and responsibilities of a trustee and undertake to fulfil my responsibilities and duties as a trustee of Mankind in good faith and in accordance with the law and within Mankind objectives and Mission.

**Signature:**

**​​​​​​​​Date:**