

## Trustee Application - Information Pack

### Message from Ian Gray – Chair of Trustee

I am delighted that you are interested in exploring more about Toybox and The Role Description and Person Profile will tell you a lot about the role of a Trustee with our website filling you in on the work that we currently do, but before all of that I wanted to give you an insight into being part of Toybox.

Toybox operates from a modern office in Bletchley, Milton Keynes where you can sense the commitment, professionalism and dedication amongst all of the staff as soon as you walk in. The whole team undertake amazing work with great energy and enthusiasm to support the street children and partners we work with. We try to give these children choices and opportunities in life, which would be impossible without the help of Toybox.

With a strong infrastructure and solid foundations in place, we are poised to expand and develop our work to help more street children and this is a tremendously exciting and challenging time to join us. Our CEO, Lynne Morris brings energy and experience to our Leadership Team.

I am privileged to be joined on the Board by a committed, experienced and skilled team of Trustees (please see the website for details). We have worked hard to ensure we operate within a clear understanding of the different roles Executive staff and Trustees hold. We look to ensure we provide appropriate support for the CEO and the Leadership Team whilst properly exercising our governance responsibilities. Why else might you want to be part of Toybox? Our Christian foundation and ethos are important to the Trustees, our determination to ensure we help each and every child we can and our desire to see a just world where no child is forced to live on the streets.

I hope you find the information we have provided helpful and clear. If you believe you can bring the necessary skills, knowledge and passion to this important cause we would love to hear from you. I would be very happy to speak with you personally and can be contacted by email: [chair@toybox.org](mailto:chair@toybox.org).

Yours faithfully,



Ian Gray, Chair of the Board



## **Introduction**

Toybox is a UK charity with a mission to end the injustice of street children, one of the world's most vulnerable groups.

The United Nations estimates the number of street children around the world to be in the hundreds of millions. Toybox works in urban environments across Latin America and is currently helping more than 17,000 street children annually.

## **History**

Our core purpose today remains consistent with the reason Toybox was created over a quarter of a century ago - to help children marginalised and abused by those who should be protecting them.

Toybox started working in Guatemala City in 1992, and we are still there today, working with children who have been plunged into the chaos of living or working on the streets. From working in one country with one partner we are now working in seven countries with eight partners.

## **Vision**

Our vision is of a just world with no street children.

## **Mission**

Our mission is to end the injustice of children living and working on the streets.

## **Time commitment**

The Board meet three times a year at the Toybox office in Bletchley, Milton Keynes. Additionally, we arrange an annual Trustee Away Day. Trustees are also encouraged to join one of the Sub-Committees. The existing Trustees bring a range of skills and experience and have worked in differing environments and in positions of leadership in the charity and commercial sectors.

## **Toybox core value**

Our Core Value is: Courageous and to us this means:

- To do the right thing;
- To speak the truth against injustice and;
- To be unafraid to try new ideas.

## **How to apply**

If, after considering the role requirements as set out in the key responsibilities list, you believe you can bring the necessary skills, knowledge and passion; are available to become part of a committed Board of Trustees; would enjoy the opportunity of supporting and perhaps visiting the projects we help to fund and would relish contributing to governance of the charity at the heart of strategic decision making then we would love to hear from you.

- Expressions of interest are by summary CV together with a covering letter explaining what you would hope to bring to the role.

You can either email your CV and covering letter to [lynne.morris@toybox.org](mailto:lynne.morris@toybox.org) or post to Lynne Morris – Challenge House, Sherwood Drive, Bletchley, Milton Keynes, MK3 6DP United Kingdom, marking the envelope "Private and Confidential". All expressions of interest will be kept confidential.

## Trustee Role Description

*Trustees have, and must accept, ultimate responsibility for directing the affairs of their charity, ensuring that it is solvent and well-run, and delivering the charitable outcomes for the benefit of the public for which it was set up. (Charity Commission CC3 – The Role of Trustees)*

### Key responsibilities:

1. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these;
2. Being responsible for the performance of the charity and for its “corporate” behaviour;
3. Ensuring that the charity complies with all legal and regulatory requirements;
4. Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application;
5. Ensuring that the charity’s governance is of the highest possible standard.

## Trustee Person Profile

Trustees will contribute in different ways to the work of Toybox depending on their skills and experience. However, Trustees take collective responsibility for decisions and their implementation. The Person Profile is a guide and not all Trustees will possess all the skills and experience below but together will provide a breadth contribution in support of the vision, mission, values and ethos of the charity.

Essential requirements – Trustees will:

- ✓ Be committed to Toybox and its objectives
- ✓ Be committed to supporting Toybox Christian Ethos and Foundations and Core Value
- ✓ Possess an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship being willing to devote the necessary time and effort to their duties as a Trustee.