



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120
REGISTERED CHARITY #1085351 · OTRBRISTOL.ORG.UK

Trustees Role Pack

OTR (Off the Record Bristol) is a mental health social movement by and for young people. The charity is at an exciting stage of its organisational growth and proud to be reaching more young people than ever before across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

These new trustee roles are now essential in supporting OTR to realise its ambitions for young people. These roles are vital to our efforts to deliver OTR's 'Reaching Further' Operational Plan and longer-term organisational objectives.

These developments will grow OTR's impact on young people's lives by creating sustainable income growth, improving the quality of our work and strengthening our board.

Each Trustee must have:

- A commitment to values and objectives of [OTR](#)
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship from the [Charity Commission](#)
- A willingness to devote the necessary time and effort to be a passionate board member and advocate of OTR's work
- An interest in charities and social impact
- Strategic vision
- An ability to think creatively
- An ability to communicate effectively and a willingness to speak their mind
- An ability to work effectively as a team member
- Confidence, with excellent people management skills, and an ability to build trusting relationships with Trustees, senior staff, external partners and stakeholders
- Ability to make measured and fair judgements and decisions
- A regard for the [Nolan Principles](#)

We are looking for applications for the following roles:

Treasurer

Experience:

- A qualified accountant used to working strategically
- Experience working at Exec or Board level
- Training and knowledge of charity SORP reporting
- Knowledge of VAT for charities

Vice Chair / Chair Designate

Experience:

- Leadership and senior management experience in any context
- Previous experience of being a trustee of a charity or similar non-profit organisation
- Chairing meetings effectively
- Good understanding of governance and the legal responsibilities of the Board
- Good insight into the issues that affect equalities in Bristol and the context in which OTR's services are delivered
- Experience of organisational development, strategic and business planning
- A sound grasp of financial management and risk management
- Willing and able to shadow the current Chair until her retirement and then serve as Chair of Trustees for a minimum of 3 years

If you are new to volunteering on a board or an experienced trustee please get in touch as training will be provided.

Please contact Karen Black (CEO) for more information:

karen@otrbristol.org.uk

To apply, please complete and return the application form below to:

chair@otrbristol.org.uk



TRUSTEE APPLICATION FORM

Name:	
Address:	Contact number:
	Email:

Referees: Please provide details of two professional people to whom you are not related.

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Contact number:	Contact number:
Email:	Email:

Declaration: *There are legal restrictions on who may be a charity Trustee.*

- I am over 18
- I am not a discharged bankrupt
- I do not have an unspent conviction for an offence involving deception or dishonesty
- I have not been removed from the trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement
- I have not been disqualified under the Company Directors Disqualification Act 1986

Declaration Signed:

Date:

Qualifications

Further education *(most recent first)*

Place of education	From	To	Qualifications

Membership of Professional Organisations/Institutions *(most recent first)*

Organisation/Institution	From	To	Additional information

Voluntary Work *(most recent first)*

Organisation/Institution	From	To	Additional information

Employment *(most recent first)*

Employer Name and address	From	To	Job title & main responsibilities

Personal Statement

Please describe briefly your reasons for applying to be a Trustee at OTR Bristol. Please highlight aspects of your qualifications, experience and interests you believe enable you to contribute to our efforts to deliver OTR's 'Reaching Further' operational plan and longer term organisational goals.

Signed:

Date:

Please return this form to <mailto:chair@otrbristol.org.uk>. Thank you for your interest in OTR. We will consider your application and be in touch in due course.