

TRUSTEE RECRUITMENT

Thank you for your interest in the position of Trustee at Switchboard in Brighton and Hove.

Next year we will be celebrating our 45th year and this landmark makes Switchboard the longest-running LGBT organisation in Brighton and Hove so this an important and exciting time to be joining the charity. Switchboard is in a solid position and we have an effective governance structure in place, a strong vision in place, clearly defined values and a strategy for the future.

Switchboard is a charity for LGBTQ people looking for a sense of community, support or information. We connect people and support them directly through specially developed Switchboard services or link them to other specialist organisations. Switchboard dedicated staff team run a number of services that offer information and support, befriending and social prescribing for LGBTQ communities and the services include:- our volunteer-run helpline, older people's project, health and inclusion project, disabled people's project, Rainbow Dementia Café, trans link project and a trans survivors helpline.

We are now looking to recruit a new Trustees to continue to develop the organisation in line with our strategy. We are in challenging times, demands for services are increasing and all forecasts indicate this will continue, public sector funds are continuingly under pressure so need to diversify our income is a must. There are greater pressures for organisations to evidence impact, outcomes and value for money

We are looking for people with strategic vision, independent judgement and a willingness to give time and commitment to being a trustee. We would especially welcome individuals with previous experience of human resources, fundraising, the voluntary and community sector or being a trustee previously. Trustees aren't paid, but it's a rewarding experience and you can easily make an impact.

Switchboard strives to achieve diversity and inclusion at all levels throughout the organisation, and to ensure we are working with and for all sections of our LGBTQ communities. We particularly welcome applications from anyone who identifies as QTIPOC or LGBTQ BAMER, trans and non-binary people, trans women of colour, intersex people, refugees, migrants or asylum seekers, people of faith, older people and disabled people as these groups are currently under-represented on our Trustee board.

To be considered as for the role of Trustee please send a brief CV and covering letter to our Chair Dawn Draper as to why you would like to be a Trustee at Switchboard and what skills and experience you will bring to the role. For more information or an informal discussion on the role of trustee, please contact Dawn at the email address below:

Please see our website for role description and further information about Switchboard

Email address: dawn.draper@switchboard.org.uk

Postal address: Community Base, 113 Queens Road, Brighton BN1 3XG

Closing date: 19 November 2019 (interviews 26th November)

Website: www.switchboard.org.uk

ABOUT SWITCHBOARD

WHO WE ARE

Switchboard is a charity for LGBTQ people looking for a sense of community, support or information. We connect people and support them directly through specially developed Switchboard services or link them to other specialist organisations.

Our vision is for an inclusive and diverse society where all LGBTQ people can realise their own unique potential

Our mission as a charity run by and for LGBTQ people working to understand and respond to the needs of all LGBT communities. We do this by;

- Listening, to the needs, worries and concerns of individuals,
- Informing, individuals of what support is available and making the connections well as informing policy makers about LGBTQ inequalities
- Developing, new services, only when we have established a gap and ideally partnership with others.

Our values are that we are:

- Supportive
- Friendly
- Inclusive
- Professional
- Passionate

OUR SERVICES

Our current services include:

- Helpline: a supportive, non-judgemental, confidential space run by trained volunteers who listen, inform and support - via a telephone helpline service plus email and web chat support.
- Trans Survivor's Switchboard: a dedicated helpline supporting trans and/or non-binary people who have experienced sexual violence - the first helpline of its kind in the UK.
- Older LGBTQ Project: social and support drop-ins, trips, training, consultancy and other activities, to reduce isolation and increase well-being.
- Health & Inclusion Project (HIP): engages the LGBTQ community in health and wellbeing issues, and gives them the opportunity to have a say about the issues that matter to them.
- LGBTQ Disability Project: creating safe, confidential spaces across the city for LGBTQ disabled people to meet monthly and socialise. We work with the group to prompt LGBTQ venues to become more disability-aware and inclusive.
- Rainbow Café: a regular meet-up for LGBTQ people living with dementia or concerned about memory loss. Friends, loved ones and carers are welcome.

- Trans Link Project: a social prescribing project that aims to link trans and/or non-binary individuals into health and wellbeing activities across the City.

HISTORY

Switchboard was set up initially as a helpline and we took our first phone call in 1975. Over the years we have responded to the needs within LGBTQ community in Brighton and Hove and in 2001 become a registered charity. Next year we will be celebrating 45 years.

STAFF TEAM

Switchboard currently has a staff team made up of the following posts; the Chief Executive Officer, Engagement Officer (Health and Inclusion), Development Worker (Older People), Development Worker (Disabilities), Trans Link Coordinator, Finance and Admin Officer, Volunteer Coordinator and an Engagement & Communications Officer.

VOLUNTEER TEAM

Switchboard has a team of 30 volunteers. The volunteers run the helpline as well as support the running of the many Switchboard projects.

BOARD OF TRUSTEES

Switchboard is governed by a Board of Trustees, this consists of 7 elected Trustees, and is currently chaired by Dawn Draper.

More information about Switchboard, our strategy and latest accounts can be found on www.switchboard.org.uk

GDPR AND OUR APPLICATION PROCESS

DATA YOU SHARE WITH US

Any data that you share with us in your CV and supporting letter will be used for recruitment purposes only. We have a legitimate interest to some of this data in order to shortlist your suitability to the post.

WHO WILL SEE THE DATA

The only people viewing the data will be those receiving the application, those shortlisting for the post and those on the interview panel. Should you be offered the post, then the Administration Officer will then have access to your data to set up the HR systems that are required for the role.

WILL WE SHARE YOUR DATA?

Your data will not be shared outside of Switchboard. It maybe that an external stakeholder is invited to be on the interview panel and in this instance systems will be put in place to ensure that data does not leave Switchboard.

WHERE WE FIND CANDIATE DATA

The only data that we would have about you is anything that you chose to share with us through your application form.

HOW WILL WE PROCESS YOUR DATA

Your data will be sent to us via email and will be kept on our shared drive for the purposes of shortlisting and, if shortlisted interview. Those shortlisting will have access to the shared drive and in the instance of an interview a copy of your CV and covering letter maybe printed in a hard copy for interviews to look at. Any data that identifies you would be obmitted from any hard copies printed and all copies would be destroyed after the interview process.

HOW LONG WILL WE KEEP YOUR DATA

All data will kept for one month after the shortlisting and interview process, after this time it will be destroyed. Should you be offered employment then this data may be transferred to your HR file.

YOUR RIGHTS

You have the right to be forgotten, to rectify or access the data we have about you, to restrict processing, to withdraw consent and to be kept informed about the processing of your data.

HOW WE PROTECT YOUR DATA

Our general privacy policy can be found <https://www.switchboard.org.uk/privacy-and-cookies/>