

switchboard



connecting you to LGBTQ+ support

TRUSTEE

# APPLICANT INFORMATION PACK

July 2023



# WELCOME

Dear Applicant,

Thank you for your interest in the position of Trustee. On the following pages you will find more information about Switchboard, the role and how to apply.

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# PROUD SINCE '75

## Who Are We?

In 2025 we celebrate our 50th birthday, and this landmark makes Switchboard Brighton's longest-running LGBTQ organisation.

This an important and exciting time to be joining our growing charity, and our vital work has never been more needed.

Switchboard amplify, connect and support LGBTQ people across Sussex. We serve over 5000 people every year through our 'by and for' services.

## Our Vision

is an inclusive and diverse society in which all LGBTQ people can realise their own unique potential.

## Our Mission

as a charity run by and for LGBTQ people, is to work to understand and respond to the needs of all LGBTQ communities in Sussex. We do this by listening, informing, and developing.

# THE ROLE

**Reporting to:** Chair of the Board

**Location:** Sussex / Remote - The board aims to meet face to face 50% in Brighton

Switchboard, a local LGBT+ charity based in Brighton, is seeking passionate individuals to join our board as Trustees.

We are particularly interested in recruiting individuals with knowledge or interest in fundraising, marketing, and communications.

This is an excellent opportunity to make a meaningful impact on our organization and support the LGBT+ community in Brighton.

We would like to hear from anyone that is interested in joining the board as well as individuals with experience in fundraising or marketing and communications

# KEY RESPONSIBILITIES

## As a Trustee, you will:

- **Collaborate with the board:** You'll work as part of a team with other Trustees. This involves participating in board meetings, contributing your ideas and expertise, and collectively making decisions that shape the organization's direction.
- **Help us raise funds:** You'll use your knowledge and skills to develop fundraising strategies and initiatives. This can include organizing events, approaching potential donors or sponsors, and exploring new avenues for financial support.
- **Support our marketing efforts:** You'll contribute to our organization's marketing activities. This can involve developing marketing campaigns, creating content for various channels, and helping to promote our mission and activities.
- **Enhance communication:** You'll assist in improving our communication methods and channels. This can include managing our website, creating informative materials, and utilizing different platforms to engage with our stakeholders.
- **Safeguarding responsibilities:** You'll uphold safeguarding principles within the organization, ensuring the safety and well-being of all individuals involved with Switchboard. This includes supporting the staff team navigate safeguarding concerns and following established procedures.
- **Time commitment:** You'll be expected to attend regular board meetings, typically held once every two months. Additionally, there may be occasional ad hoc activities that require your participation. The estimated monthly time commitment is approximately [6-10] hours.



# PERSON SPECIFICATION

- **Knowledge and Interest:** An interest in the mission and work of Switchboard is essential.
- **Collaborative Spirit:** Works well within a team, fostering a collaborative and inclusive environment. Willing to actively contribute ideas, listen to others, and engage in constructive discussions.
- **Creativity and Innovation:** Brings fresh perspectives and creative ideas to help develop innovative fundraising campaigns, marketing initiatives, and communication strategies.
- **Commitment to Equality:** Committed to promoting and advancing equality and inclusivity for the LGBTQ+ community. Understands the specific challenges faced by LGBTQ+ individuals and is dedicated to making a positive difference.
- **Communication Skills:** Possesses strong verbal and written communication skills, able to convey ideas clearly and concisely. Capable of adapting communication style for different audiences.
- **Organizational Skills:** Demonstrates effective organizational skills, including the ability to prioritize tasks, meet deadlines, and manage multiple responsibilities.
- **Strategic Thinking:** Able to think strategically and contribute to the overall direction and growth of the organization. Capable of identifying opportunities for fundraising, marketing, and communication advancements.
- **Flexibility and Adaptability:** Willing to adapt to changing circumstances and embrace new approaches. Open to learning and developing new skills as necessary.
- **Time Commitment:** Able to commit to attending regular board meetings (typically once every two months) and engaging in additional ad hoc activities, as required. Estimated time commitment is approximately 6-10 hours per month.
- **Board Experience:** Previous experience serving on a board is not required. We welcome applications from individuals who are enthusiastic and motivated to learn and contribute to the success of Switchboard.

# OUR PROJECTS & SERVICES

Originally set up as a helpline in 1975, we've grown to deliver much more in response to needs we've identified.

This exciting new role will be supporting Switchboard to continue innovating, developing and delivering and developing services, by and for LGBTQ people in Sussex.

**Dementia  
Support**

**Older  
People**

**Training &  
Consultancy**

**Trans &  
Non-Binary  
Social  
Prescribing**

**LGBTQ  
Night  
Shelter**

**Helpline  
01273  
20 40 50**

**Engagement  
& Research**

**Grief  
Encounters**

**Domestic  
Abuse**

# HOW TO APPLY



**If you are interested in this role, we would love to hear from you!**  
Please email [emily.hatcher@switchboard.org.uk](mailto:emily.hatcher@switchboard.org.uk) with a CV if you have one and a brief email telling us why now and why you.

**Applications will be accepted up to 10th August 2023**

We may reach out to you before that date

## **PLEASE NOTE:**

We recognise that Black and non-Black people of colour are under-represented in our team and we actively encourage applications from people from these under-represented groups. We value lived experience and unpaid work and labour in our recruitment processes.

All of our services operate from an explicitly trans inclusive standpoint. We believe trans people are who they say they are, non-binary identities are valid, and our services are focused on intersectional inclusion. Our service is for all genders and all LGBTQ sexual orientations. All employees and ambassadors of Switchboard are expected to represent these values in their work.



# 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 CANDIDATE 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 interviewers to look at. Any data that identifies you would be omitted 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/>