

Grace House Cambodia Trust Trustee Recruitment Pack

March 2023

Our Mission

Grace House Cambodia Trust (GHCT, We, Us, Our) exists to support the provision of education and family support to rural villages near Siem Reap, Cambodia. GHCT also supports children with disabilities and their families in the same communities.

History

Grace House Cambodia Trust was formed in 2014, for the purpose of supporting a singular project (Community Centre of Grace House (CCGH)) located in Cambodia. The project consists of a school and community outreach around the village of Korkranh, South of the city of Siem Reap. This support involves assisting with fundraising, communications, raising awareness and advice and guidance related to the running and future direction of the project. CCGH is a Cambodian registered charity in its own right and is overseen by a Cambodian board of directors.

CCGH was established in 2008 by UK charity Globalteer and has been delivering for its local community ever since. It is supported by volunteers, donors and fundraisers, and other organisations from across the globe to deliver a number of programmes vital to the community. These include: education, family support and wellbeing, and support and education for children with disabilities.

Vision

We have an ambitious vision to improve the level of support We deliver for Our target communities. We intend to achieve this in two ways: first, to increase the level of funding via securing corporate sponsorship or multi-year grants; and, second, to promote on-the-ground volunteering from new and existing supporters from across the globe.

Structure, Governance and Management

Our Board of Trustees currently comprises of five Trustees.

Trustee (Position)	Biography
Diana Mihalop (Chair)	Diana is an Occupational Therapist by background and worked in the special needs classes of CCGH between October 2015 and July 2016.
Jenny Jones (Treasurer)	Jennifer is a teacher by background and has been visiting the project for a number of years as a volunteer.
Josh Nowak	Josh volunteered at CCGH in 2016. He is a qualified accountant and works in banking.
Annette Wood	Annette volunteered at CCGH for 6-months in 2019, supporting the management team with office and organisational tasks. She built a good working relationship with the staff and has a good knowledge on the workings of the organisation.
Carmel Phelan	Carmel worked at CCGH from 2015 to 2016 as Volunteer Coordinator and also used her expertise in Early Years Education to develop the Early Years curriculum.

The role of the Board of Trustees is to administer GHCT, ensuring that it complies with legislative and regulatory requirements and acts in accordance with its governing documents to fulfil its charitable purposes. The Trustees determine the overall direction and development of GHCT through good governance and clear strategic planning and always act in the best interest of GHCT, managing its resources responsibly and acting with reasonable care and skill.

The Role

We require a new Trustee to help achieve our Vision and to drive the engagement of corporates, grant-giving bodies, and other funding partners.

Role Description

We are looking for a Trustee who will be able to offer time and expertise to help support GHCT going forward. Our current areas of need relate to fundraising (including identifying potential funding partners, preparing applications, and liaising with partner organisations) and communications (including identifying ways to increase awareness of GHCT and CCGH, and promoting it for sponsorship, donations and as a volunteering opportunity.) **Trustees do not necessarily have to be living in the UK but will have to appreciate that GHCT operates in the UK and therefore trustees must adhere to the UK Charity Commission requirements and UK legislation.**

The Trustee will also be expected to work effectively with fellow Board Members to:

- Ensure that the Charity complies with legislative and regulatory requirements, and acts in accordance with its governing documents to further its charitable objects.
- Determine the overall direction and development of the Charity through good governance and clear strategic planning.
- Uphold the values and objectives of GHCT.
- Exercise sound financial management and maintain financial viability whilst meeting GHCT's objectives.
- Ensure the effective management and use of GHCT's resources so as to optimise its social impact and future potential.
- Avoid undue financial risk and protect the public funds invested in GHCT.
- Commitment to supporting equality, inclusion and diversity in every aspect of the charity's work.

Skills specification

Commitment		Essential	Desirable
1.1	Demonstrate a strong commitment to GHCT's aims, strategic objectives, values and mission statement.	✓	
1.2	Willingness to gain knowledge of the work of GHCT, and an interest in its activities.	✓	
1.3	Willingness to act as an ambassador to external bodies, charities, and companies.	✓	
1.4	Commitment to attend online trustee meetings as much as is possible	✓	
Knowledge, skills and experience		Essential	Desirable
2.1	Experience within the charity sector.		✓
2.2	Prior experience of fundraising, grant and application writing.		✓
2.3	Experience in a communications role		✓
2.4	Understanding of charity sector, or willingness to learn.		✓
2.4	Ability to communicate and explain information to Trustees and other stakeholders.	✓	
2.6	Understanding of the legal duties and responsibilities of trusteeship, or willingness to learn.	✓	
2.7	Analytical and evaluation skills, demonstrating good judgement.	✓	

2.8	An understanding and appreciation of cultural factors relating to Cambodia including religious, historical, political and other differences that may impact decisions made, or willingness to learn about these.	✓	
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Time Commitment and Location

The Trustees generally meet four times per year. Trustee meetings are typically held virtually via video conference, usually on a weekend, and generally last 2- to 3-hours.

There is also an expectation that Trustees will need to commit time outside of the meeting time to ensure that plans are actioned. This may include supporting work such as emails, newsletters, uploading content to social media and also communicating with CCGH as needed.

How to Apply

Please send a CV and covering letter to the Trustees: gracehousecambodiatrusters@gmail.com

As part of the application process, we may request the details of up to two referees. Referees will not be contacted without your prior consent. All applications will be acknowledged, and we will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

Privacy Notice

Purpose and lawful basis for processing

When you contact Us about to apply for the role you may share your personal information with us. By applying for the role, we treat this as you providing your consent to process your personal information in accordance with this privacy notice and under article 6(1)(a) of UK GDPR.

Our purpose for processing this information is to assess your suitability for a role you have applied for and to help us develop and improve our appointments process.

We may additionally rely upon article 6(1)(f) of the UK GDPR, which relates to our legitimate interest, to process your personal data obtained as part of your application.

We may process information about applicant criminal convictions and offences. The lawful basis we rely on to process this data is paragraph 31 of Schedule 1 of the DPA 2018.

What will we do with the information you give us?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you a Trusteeship with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes.

We'll use the contact details you give us to contact you to progress your application. We may also contact you to request your feedback about our recruitment process. We'll use the other information you provide to assess your suitability for the role.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is used to assess your suitability as a Trustee. You don't have to provide what We ask for but it may affect your application if you don't.

We will use any feedback you provide about our recruitment process to develop and improve our future recruitment campaigns.

Application stage

We ask you for your personal details including name and contact details. We'll also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our Trustees will have access to all this information.

Assessments

We may ask you to participate in an interview. Information will be generated by you and by us. For example, We might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer

If we make a conditional offer of Trusteeship, we may ask you for information so that we can carry out pre-appointment checks. You must successfully complete pre- appointment checks to progress to a final offer. We must confirm the identity of our Trustees and seek assurance as to their trustworthiness, integrity and reliability.

You may be requested to provide:

- proof of your identity, we'll take copies;

- proof of your qualifications, we'll take copies; and,
- a criminal records declaration to declare any unspent convictions.

We may contact your referees, using the details you provide in your application, directly to obtain references.

The Trustees require all Trustees to sign our Code of Conduct requires and to declare if they have any potential conflicts of interest. If you complete a declaration, the information will be held on file.

How long is the information kept for?

We retain personal data only for as long as necessary for the relevant purpose and in line with our Privacy Policy

Your rights

As an individual, you have certain rights regarding your own personal data.

For more information on your rights, please refer to the guidance published by the Information Commissioner's Office (available at <https://ico.org.uk/global/privacy-notice/your-data-protection-rights/>).