A large group of diverse young adults, likely students and staff, are posed in a modern office with large windows overlooking a city skyline. They are dressed in business-casual attire. One person in the center is holding a small sign that says '#GetInvolved'.

PATCHWORK FOUNDATION

A group of young adults are gathered in a meeting room. They are smiling and looking towards the camera. One person in the center is holding a sign that says '#GetInvolved'. The room has a white wall with a palm tree graphic.

CHAIR OF TRUSTEE RECRUITMENT PACK



WHAT WE DO



PATCHWORK DELIVERS ITS OBJECTIVE THROUGH THREE DISTINCT PROGRAMMES:



MASTERCLASS PROGRAMME

A ten-month programme which provides participants with the opportunity to learn from senior figures within politics, civil society, industry and journalism. The programme also develops soft skills, such as networking, public speaking and chairing, and includes in-depth Q&A sessions with the tutors to learn about the nature of their work. The sessions are hosted by corporates, government departments, politicians and philanthropists to make physical spaces that beneficiaries might otherwise not enter more accessible. The programme has shown that it enables participants to improve their long-term confidence as active members of political and civil society. With over 250 graduates of the programme, many have gone on to work in politics, charities, and the private sector with support from the Foundation. Patchwork continues to support programme graduates through its alumni network.

#GetInvolved

The #GetInvolved initiative is focused on the involvement and engagement of young people in British democracy by working directly with political parties. The first element sees the Foundation working closely with the parties to support young people in developing their understanding of political campaigning methods and techniques. By enabling such interactions, beneficiaries of the programme not only learn about the processes and procedures but also develop greater skills and confidence to both engage with such work in the future and lead on initiatives they feel passionately about. The Foundation also provides the opportunity for complimentary passes to political party conferences for young people, and supports these attendees by providing bespoke sessions and access to senior party figures to remove any barriers to engaging with key decision-makers. Through the Party Conference Programme, the Foundation also provides soft skills training and techniques for participants to use in their professional development.



WHAT WE DO




MP OF THE YEAR AWARDS

The MP of the Year Awards (MPotY) seeks to support and encourage MPs to engage with underrepresented and minority communities, by recognising those who have actively sought to engage and represent these communities in the UK. All MPs are nominated by the public, with the Foundation carrying out independent research. This research is then anonymised and provided to a panel of independent judges from leading charities or organisations focused on supporting those from underrepresented communities. The public are provided with an opportunity to vote for their 'People's Choice' MP of the Year. The awards are intended to serve as a driver for all MPs to engage with underrepresented communities and to highlight best practices amongst electorally elected representatives to engage with those who may be overlooked due to their limited voting or political capital.

Patchwork focuses on the three key initiatives above in order to deliver its mission and purpose, and deliver a wider public benefit. The Foundation delivers the programmes and activities through an efficient small staff team. Staff support a wider number of volunteers, who assist with the Foundation's delivery of operations.





“Patchwork has a huge emphasis on just getting involved...and this cannot be stressed more than when one of our tutors told us the best way to get involved in politics is going doorstep to doorstep, understanding our community and how we can help people with their needs. As someone who has struggled with self-doubt, receiving this type of advice from senior figures is extremely reassuring and motivational. It’s the reason I’m stood here today. I have always struggled with public speaking, yet participating in this programme has taught me that some things outweigh the momentary panic and its often best to just get involved.”

Meraaj Sadath
Patchwork Masterclass Participant 2023



“My time at the Conservative Party conference through the Patchwork Conference scheme exceeded my expectations. Access to ministers, officials, key political players, and top-level journalists was phenomenal. They were all incredibly approachable and happy to engage in conversations and offer valuable advice. Sitting close to the front during the leader's speech was a highlight, providing me with unique insights into the inner workings of the party.

Every conversation I had at the conference was an opportunity to learn and gain a deeper understanding of the political landscape. The level of networking available was almost unparalleled. I made valuable connections and engaged in discussions that I could only have dreamed of before. This experience enriched my knowledge and expanded my network, which will undoubtedly benefit my future endeavours.”

Daniel Bromley
Patchwork Party Conference Participant 2023


PATCHWORK'S INTERNSHIP PROGRAMME

Patchwork Political Internships provide opportunities for young people to access work experiences in the political field, and to understand working life as a political professional.

Throughout their time on the programme, interns will be able to learn from experienced professionals about what a career in politics entails day-to-day and experience a range of different placements and departments.

With over 50 graduates from our various internship schemes, many have gone on to work in politics in leading political organisations such as Parliament and CCHQ.





“This internship has been nothing short of amazing. I got to do so many things that I could have never dreamed of. It has definitely widened the possibilities I had scoped for myself. I have felt well supported by Patchwork and have felt very welcomed by everyone I have met within the internship.

This internship has made me sure I wanted to get involved in politics in my career and has given my invaluable skills and opportunities to help me achieve this.”

JOB DESCRIPTION

Chair of Trustee Board

Title: Chair of Trustees

Salary: Expenses will be paid

Hours: A minimum of Four meetings a year (16 hours)

Term: Three years

Patchwork Overview

Patchwork's mission is to promote, encourage and support the active participation of young people from disadvantaged and minority communities in British democracy and civil society.

Founded in 2012, Patchwork is an organisation that creates opportunities for under-represented, disadvantaged and minority communities within British society to engage actively with politics and democracy. In 2018, Patchwork was registered as a charity with the Charity Commission for England and Wales. This mission will be achieved through three inter-related and supporting outcomes, to deliver tangible long-lasting positive impacts for our democracy and for wider civil society:

- That young people from minority and disengaged groups have the skills, experience and knowledge to engage and succeed in public life and politics
- That young people from minority and disengaged groups see the benefits of engaging in democracy and civil society and are doing so
- That political parties and civil society institutions encourage the involvement of young people from minority and disengaged groups

The Foundation delivers its mission through four key outputs:

- Impactful skills development and education programmes: our core programme is our **Masterclass programme**, which offers a cadre of selected candidates a nine-month syllabus that develops their personal and professional skills, increases their political skills and a unique opportunity to learn from and interact with leading practitioners from British politics and public life.
- Rare and insightful opportunities to experience democracy and civil society: Patchwork's **#GetInvolved programme** gives young people the chance to take part in the campaigns that are shaping the future of the country, by providing both the opportunities and the skills training to do so from the grassroots to pinnacle of British politics.
- Inspirational engagement events and campaigns. Patchwork organises powerful events with leading speakers from the world of politics and civil society that have been attended by more than 30,000 young people since 2011.
- Powerful recognition programmes and events: the Foundation's **MP of the Year Awards**, celebrating those who successfully engage with under-represented communities, is fast becoming a highlight of the Parliamentary calendar and increasingly driving wider change.



JOB DESCRIPTION

Chair of Trustees

We're looking to recruit a new Chair to lead an established Board of Trustees, to succeed our current Chair, Farmida Bi CBE. We are looking to recruit someone with experience to chair the Board and support the CEO and fellow trustees by implementing the strategic plan and addressing the challenges the sector will face over the coming years.

Position: Chair of Trustee Board

Salary: This is a voluntary role; however, travel and expenses will be paid

Location: London/Hybrid

Closing date: Friday 28th February 2025

Time commitment: Regular communications with the CEO, and at least four annual meetings (16 hours) a year. Please note that any appointment depends on securing an enhanced DBS.

About the role:

As Chair of the Trustee Board, you must demonstrate an understanding through professional and or practical experience in any of the following: Education, Youth Work, Business Finance, Fundraising and Marketing, Law, Young People, understanding of people management and HR policies, Finance, and Charity.

Key responsibilities will include:

- Provides leadership and direction to the Board of Trustees and enables the Board to fulfil their responsibilities for the overall governance and strategic direction of the Foundation.
- Ensures that the Foundation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
- Works in partnership with the CEO and support the employees, helping them achieve the aims of the Foundation and optimise the relationship between the board of Trustees and the staff.
- Facilitates the Board of Trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.



JOB DESCRIPTION

Main Responsibilities of the Chair

a) In relation to the Board:

- Formulate strategic plans and regular review of long-term strategic aims of the Foundation.
- Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
- Approve the annual cycle of Board meetings, agree meeting agendas, chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
- Maintain a clear grasp of the Foundation's financial position and to ensure full and timely financial transparency and information disclosure to the Board.
- Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the Board.
- Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
- Encourage team working among Board members and encourage them to identify and recruit new trustees as required.
- Create a strong, profitable and fulfilling working relationship with trustees and the Chief Executive through review and self-reflective evaluation of contributions and effectiveness of the Board.

b) In relation to the Chief Executive Officer (CEO):

- In participation with the Board, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
- Assume guardianship of the legal and financial integrity of the Foundation.
- Consult with CEO on matters of strategy, governance, finance and HR.
- Oversee the CEO's activities in the context of the implementation of the Board's strategy and policies.
- Maintain careful oversight of any risk to reputation and/or financial standing of the Foundation.
- Receive regular informal progress reports of the organisation's work and financial performance through the CEO.



JOB DESCRIPTION

In relation to the community and Code of Conduct:

- Represent the Foundation as a spokesperson at appropriate events, meetings or functions.
- Protect and manage the property of the organisation.
- Lead the Board in fostering relations with potential clients and potential funders/donors.
- Act as final stage adjudicator for disciplinary and grievance procedures if required.
- Facilitate change and address conflict within the Board of Trustees, within the organisation and liaise with the Chief Executive to achieve this.
- Undertake review of external complaints as defined by the Foundation's complaints procedure.
- Ensuring adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
- Attend and be a member of other committees or working groups when appropriate in role as Chair.
- In order to perform the above role, the Chair should have reasonable access to all staff and information, in line with the board's fiduciary duties.

JOB DESCRIPTION

Qualities of a Chair

Essential

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the Foundation 's Objects, aims and values and willingness to devote time to carry out responsibilities.
- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Experience ensuring compliance with Charity Commission regulations and obtaining necessary approvals

Desirable

- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the Foundation.
- A wider involvement with the voluntary sector.
- Experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
- Leadership skills exercised through a period change.

Skills and Experience

The Foundation is seeking to recruit individuals with a track record in one or more of the following areas:

- Experience in democratic life
- Championing diversity and social mobility, particularly of young people
- Communications and PR
- Expertise in financial matters

In particular, the Foundation is seeking to recruit individuals with expertise in one or more of the following areas:

- Fundraising and income generation within the charitable sector
- Audit and Risk Management
- Business development and commercial acumen
- Legal
- Monitoring and evaluation
- Organisational development

Other skills and experience highlighted in the trustees' recent skills audit which would be useful are:

- Strong understanding of people management and HR policies.
- IT/CRM Systems/Data Protection

It is particularly important to the Foundation to recruit a diversely-drawn Board which includes strong representation of those from similar backgrounds as those we seek to serve through our programmes.