



**Trustee**

# **Candidate Information Pack**

Zacchaeus 2000 Trust



## Welcome

Dear applicant,

Thank you for your interest in becoming a Trustee of the Zacchaeus 2000 Trust (Z2K). We work with and for people who unfortunately feel the impact of our broken social security and housing systems. We believe that adequate, secure income and housing are key to creating a more equal society where everyone has the chance of a stable and dignified life.

Our committed team deliver social welfare advice and representation alongside policy influencing and campaigning in pursuit of our vision that no individual in the UK should be living in poverty. We deliver high-quality social welfare advice and representation to 1000 Londoners each year; deliver local and national campaigns to change the policies and practices that cause most harm to our clients; and seek to amplify the voices and power of people with lived experience to be involved in decision making.

Now, more than ever, our work tackling poverty and injustice will be absolutely crucial to ensure that no one is ever left behind. We seek to redouble our efforts to deliver on our vision of a UK free from poverty, with fairer Social Security and housing systems that treat people with dignity and respect and ensure adequate incomes and housing security.

We are currently in the position to appoint new Trustees to our board, where you can contribute to the overall vision and strategy of the charity. The charity is governed by a Board of Trustees who are all volunteers and are responsible for ensuring that resources are used correctly and provide the best possible service for clients and campaigns addressing the causes of poverty.

It is an exciting time to join our Board as we begin to develop a new three-year strategy with the opportunity to utilise your skills and talents to contribute to shaping our future direction. As we enter the next phase of our development, we are looking to strengthen our Board of Trustees yet further, bringing in new experience and perspectives to help us deliver against our ambitious goals, build on our successes, and increase our impact.

We want to play our part in supporting people to live a decent and dignified life free from poverty and destitution.

If you share our vision and want to help change practice, systems and policy, we want to hear from you.

Best wishes,

Mick McAteer, Chair

## About Z2K

Z2K's vision is that no individual in the UK should be living in poverty. We believe that adequate, secure income and housing are key to creating a more equal society where everyone has the chance of a stable and dignified life. Our integrated model of working enables us to directly help thousands of people access justice whilst also pursuing transformative change for hundreds of thousands nationally.

We offer Londoners with low-income advice and representation to overcome their social security and housing problems. Our caseworkers provide in-depth advice, representation, and wrap around support to around 1000 people annually, supporting them to secure their legal rights and entitlements. In 2020, we supported around 1000 people with 1500 cases achieving £3.5m in financial benefit for our clients. Our results for 2018 and 2019 have been similarly impactful. We work with a diverse range of people across London who are eligible for means-tested benefits and prioritise those who are most vulnerable. A large proportion of our clients are from black and minoritised communities and/or have a disability, mental or physical health condition. We work closely with other independent advice services and law centres as well as legal aid lawyers and a range of law firms.

We use the evidence from our casework to campaign to change social welfare policy and practice that drives injustice, poverty, and destitution; seeking to change systems so people are free from needing our help. Embedded at the heart of Z2K is our client-centred approach and our work to ensure the voices and views of people with lived experience are heard by decision makers.

Our team of seventeen committed and dynamic staff members work across Operations, Advice and Casework Services, and Policy and Campaigns. We are also supported by a wide range of dedicated and enthusiastic volunteers who work across our projects and services.

For further information about Z2K, please visit our website [www.z2k.org](http://www.z2k.org).

## The Board of Trustees

The Board of Trustees has overall responsibility and accountability for everything the charity does. They set our strategy and vision, monitor performance and work closely with the Chief Executive and senior management team to drive us forward.

Our current Trustees bring a broad range of personal experience and professional expertise from different sectors to support our work. We wish to bring in new and different perspectives and areas of expertise that will complement and strengthen our existing skill set and experience.

For background on our current Board, please visit our website [www.z2k.org/who-we-are/](http://www.z2k.org/who-we-are/)

## About the role

Trustees are the guardians of Z2K's vision, values and strategy. Their role is to support and challenge the Chief Executive and senior management team to deliver on these, to ensure compliance with the law and relevant regulations and act in the best interests of the charity. You can find out more about the duties and responsibilities of Trustees [here](#).

Trustees have a willingness to commit the necessary time and effort and to apply their experience and expertise to support the Chief Executive and the staff team, engaging in conversations to help improve our work. This includes assisting in events and other associated activities as requested.

The Board meets four times a year and also carries out business through its Finance & Risk and People & Equalities Committees. Most trustees sit on at least one Board sub-committee or provide some further ad hoc support and advice on issues relating to their expertise. Meetings generally last no more than two hours and are held in the evenings. We anticipate a mix of online and in-person meetings over the next twelve months. Trustees also hold an annual strategy day and AGM.

Terms of office will vary however we anticipate an initial period of 3 years, with an option for three further years. Trustee roles are unpaid positions however out of pocket expenses will be reimbursed, for example travel and childcare expenses to enable Trustees to attend.

We have three Trustee vacancies and want to use this opportunity to recruit new members who will bring a different viewpoint, skills and experiences to further strengthen our board. You will share our passion for tackling poverty and injustice and our commitment to ensuring our clients voices and views are heard and listened to.

You do not necessarily need previous board experience. You will receive a full induction and will be supported by other Board Members and the Chief Executive in your role. We seek to increase the diversity of our board and therefore would particularly welcome applications from people with lived experience of our social security and/or housing systems, from Black, Asian and minority ethnic backgrounds, people with disabilities/long term health conditions or other underrepresented backgrounds.

Ideally, we are looking for candidates with knowledge or experience of:

- The social welfare advice sector or policy influencing. This includes lived experience of our social security and/or housing systems.
- Co-production and participatory processes.
- Charity fundraising strategy development and implementation.

We welcome evidence of experience from both work and non-work settings such as volunteering and personal life.

We recognise many people who would be excellent trustees might not see themselves in the role or might feel lacking in confidence to apply. If you have a passion to tackle poverty and injustice, we would be delighted to hear from you. Induction, training and support will be provided.

## Person Specification

### Values and Behaviours

- A clear commitment to the mission, vision and values of Z2K
- A demonstrable commitment to equality, diversity and inclusion
- Integrity, independence and objectivity
- A willingness to devote the necessary time and effort

### Skills

<b>Skills</b>	<b>What does this mean?</b>
Strategic thinking	<ul style="list-style-type: none"> <li>• Ability to see the 'bigger picture' and look ahead when considering issues and topics</li> <li>• Understands the importance of strategy and plans and what they might include</li> <li>• Ability to see beyond your own personal experience or specialism and consider other information and views</li> </ul>
Analysis and decision-making	<ul style="list-style-type: none"> <li>• Ability to identify relevant implications from what is being considered, such as priorities, challenges, risks, etc.</li> <li>• Ability to recognise when information is limited / more information is required</li> <li>• Ability to balance different considerations and exercise good judgement when making decisions</li> </ul>
Communication and Interpersonal	<ul style="list-style-type: none"> <li>• Ability to express views and opinions and demonstrate active listening skills and appreciation of the views of others</li> <li>• Ability to question, provide constructive challenge and scrutiny</li> <li>• Ability to be engaging, enthusiastic and persuade others</li> </ul>
Working co-operatively and collaboratively	<ul style="list-style-type: none"> <li>• Ability to work collaboratively with other Board members and the Senior Team Management team</li> <li>• Ability to engage and build relationships with partners and stakeholders</li> <li>• Proactively shares knowledge and experience</li> </ul>

We're currently looking to strengthen and diversify our board. We are particularly interested in applications that can evidence any of the three following knowledge & experience criteria:

Knowledge & Experience	What does this mean?
Experience of social welfare advice sector or policy influencing	This can be in a variety of ways: you may have direct experience from your personal life and/or paid or unpaid work experience <ul style="list-style-type: none"> <li>• An understanding of social welfare advice services, the experiences and impact of using advice services</li> </ul> OR <ul style="list-style-type: none"> <li>• Understanding of the current policy and political environment, experience of influencing policy decisions</li> </ul>
Co-production and participation	<ul style="list-style-type: none"> <li>• Knowledge and understanding of co-production and participatory approaches and methodologies</li> <li>• Experience of incorporating lived experience in governance, service design/delivery or campaigns</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>• Understanding of the fundraising landscape, diversity &amp; opportunities of income sources, current trends and issues for the voluntary sector</li> <li>• Experience of developing and implementing fundraising strategies</li> </ul>

## How to Apply

If you'd like to apply to be a Z2K Trustee, we ask you to provide on no more than two sides of A4:

1. A summary of your background, experience and skills.
2. A summary of why you're interested in Z2K.
3. A statement demonstrating how your values, skills, knowledge and experience meet the Person Specification.
4. How we can contact you.

We welcome and encourage evidence of experience from both work and non-work settings such as volunteering and personal life. Please be as specific as you can about how you think you meet the person specification we are looking for, as this will help the selection panel.

Please send this – marked Confidential – to [TanyaSutton@z2k.org](mailto:TanyaSutton@z2k.org) by **9<sup>th</sup> January 2022**.

Please also complete an Equality Monitoring form available [here](#). This is anonymous and completely separate from your application. It helps us monitor the range of people we're engaging so that we can keep our work connected with all the communities we serve.

The recruitment process will include meetings with Trustees and the Chief Executive.

For an informal conversation with our Chief Executive, or for more information, please email [AnelaAnwar@z2k.org](mailto:AnelaAnwar@z2k.org).

If you have any particular support needs in relation to the application process, please email [TanyaSutton@z2k.org](mailto:TanyaSutton@z2k.org) or contact Tanya Sutton on 020 7259 0801 (press option1 & ext. 211) to discuss how we can support you.