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Introduction

Thank you for your interest in United By 2022 and the role of Trustee. Born out of the Birmingham 2022 Commonwealth Games (the Games), United By 2022 was created to continue the Legacy of a groundbreaking Games. With a vision to make the West Midlands a centre of excellence for community engagement, social value and volunteering, our work champions this extraordinary region and its communities to keep the spirit and civic pride of the Games alive.

Following a transformational few years, the organisation is now embarking on the next chapter of its story, entering a phase focused on securing its sustainability – in terms of our impact on our communities and our operating model to deliver that impact – as such we are seeking three new Trustees to join our Board of Trustees and lead us into this next phase. These new Trustees will join a robust and highly experienced Board of leaders and advocates operating at both regional and national levels, led by Chair Sir David Thompson QPM DL, to safeguard the future strategic direction of United By 2022 and ensure its ongoing impact on the communities and people that make the West Midlands so unique.

We are particularly looking to strengthen our Board with those individuals with expertise in financial management, fundraising and income generation, and the public sector.

About United By 2022

Our vision is to make the West Midlands a centre of excellence for community engagement, social value and volunteering. We are on a mission to drive inclusive growth and social value by connecting responsible businesses with local charities and community groups. The Games may have gone but United By 2022 remains the fiercest champions of the West Midlands. We are Uniting, Connectors, Relevant, and Proud.

Since our founding in 2021, United By 2022 has evolved in line with the developing Legacy of the Games and in response to the developing needs and interests of our West Midlands communities. Throughout our journey we have held community, volunteers, and young people at the heart of all that we do. 2023-2025 marks the closing of another chapter in our story as we complete the delivery of those programmes which developed from the original Games Legacy. This involved delivering our 5 trailblazer programmes, rejuvenating event volunteering in the region, expanding our youth

volunteering offering and continuing to advance disability inclusion throughout all that we do. This period has included continued investment in region-wide community groups to build resilience and skills in charities and community groups. We continued to build funding readiness and skills in the West Midlands third sector by engaging priority community groups in the Inclusive Communities Fund.

We now look towards our next chapter which focuses on making the West Midlands a centre for excellence for community engagement, social value and volunteering and builds on the work of United By 2022 so far to focus on our sustainability in terms of operational model and impact. Building on the Legacy of the Games and our work to date, this next phase will focus on Uniting the Region and deepening our commitment to making the West Midlands a destination for major events with a place-based volunteer workforce keeping that 2022 feeling of pride alive. Organisationally we will do this by focusing on our income model and on articulating and deepening our impact with and for communities across the region.

Our Work

Our vision is made real through three key areas of activity:

- **Volunteering** – with over 2,500 legacy Games volunteers, partnerships with local businesses offering skilled volunteers, and an award-winning youth volunteering programme under our belt, volunteers – in every guise – are the bedrock on which our foundations are built.
- **Community Engagement** – we make it our business to engage the unusual suspects, reaching people and places that don't typically feel included. We are proud to be a trusted advisor to over 500 community organisations providing real time support with their operations and project delivery.
- **Social Value** – we are experts in generating and measuring social value and are proud to support businesses to make social value a part of the way they do business.

Governance at United By 2022

United By 2022 is a registered charity and is governed by a Board of Trustees. Chaired by Sir David Thompson QPM DL. The Board is responsible for United By 2022's overall strategic objectives and for ensuring we uphold our legal and fiscal responsibilities.

The Board of Trustee holds legal responsibility for United By 2022's risk management, audited accounts and internal controls. A Finance, Audit and Risk Committee is in place to carry out the necessary tasks related to financial responsibility on behalf of the Board. The day-to-day management of United By 2022 is delegated to the Executive team led by Nicola Turner MBE as Chief Executive Officer.

Alongside the Finance, Audit and Risk Committee, the Board also includes a Remuneration Committee and at present an informal Nominations Committee has been established to lead the recruitment process for new Trustees.

The Board is composed of 9 independent Trustees with a wide and diverse range of lived and professional experiences. A list of current Board members can be found [here](#).

We are seeking three new Trustees to join the United By 2022 Board from March/April 2025. One new Trustee will also be invited to act as Chair of the Finance, Audit and Risk Committee.

Role of Trustee

The Charities Act 1993 defines trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role.

For United By 2022 the charity trustees are the Board of Directors of United By 2022 known as the Trustee Board.

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charity purposes of United By 2022. The Trustee Board must always act in the best interests of United By 2022, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The Trustee Board must act as a group and not as individuals.

The duties of a trustee board member are to:

- Ensure that United By 2022 complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations.
- Ensure that United By 2022 pursues its objects as defined in its governing document.
- Ensure that United By 2022 applies its resources exclusively in pursuance of its objectives. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the Board of Trustees by giving firm strategic direction to United By 2022 setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets.
- Safeguard the good name and values of United By 2022.
- Ensure the financial viability of United By 2022.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they may have to help the Board of Trustees reach sound decisions and advance the aims of the charity. This may involve leading discussions, identifying key issues, connecting to people or opportunities, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Person Specification

We are looking for 3 new Trustees to join our Board. Successful candidates will demonstrate an interest in and a passion for the work of United By 2022 particularly our ability to make a tangible impact on young people and the wider communities with whom we work. You will have an interest in one or more of United By 2022's key areas of interest youth, culture, sport, civic responsibility and place-making. You will take a dynamic, hands-on and strategic approach to organisational governance and you will enjoy the opportunity to make a significant impact on the future of United

By 2022 and to furthering our purpose to provide opportunities for the myriad communities of the West Midlands and to championing this incredible region.

Further, we are looking for Trustees with specific experience in any of the following areas:

- Financial management
- Fundraising and Income Generation
- Public Sector
- Property and/or construction industries

You do not need to have held an equivalent Board position already but a working understanding of the principles of charity governance is important. Your understanding of and belief in the work of United By 2022 and your willingness to advocate for us is key.

Experience and Knowledge (all Trustees)

- A commitment to United By 2022 and our mission
- A strategic approach to organisational development
- Good, independent judgment and integrity
- An ability to work collaboratively as part of a team and to think creatively
- First class communication and interpersonal skills
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship as outlined by the Charity Commission.
- An ability to contribute strategically and the ability to perform an advisory 'critical friend' role with respect to all matters relating to United By 2022

Specific knowledge (any of the following):

- Financial management experience particularly an ability to oversee the Finance, Audit and Risk Committee and support the Board and Executive to make sound financial planning decisions particularly around cashflow management and income pipeline development.
- Fundraising and Income Generation experience particularly raising funds from commercial, corporate or alternative sources and with experience of positioning an organisation like United By 2022 to leverage new funding opportunities and models.
- Public Sector expertise and/or networks particularly within Birmingham City Council and/or the West Midlands Combined Authority.
- An understanding of the property and/or construction industries particularly a knowledge of how our social value proposition can add value to these industries as a means of unlocking opportunities or brokering new partnerships for our work.

Inclusivity at United By 2022

United By 2022 was founded as the legacy charity of the Birmingham 2022 Commonwealth Games. Known as the Games for Everyone our starting point as an organisation has been to embrace diversity and inclusion and we are proud to represent the West Midlands and its rich cultural heritage and diversity. Advancing equity is a critical part of who we are and as such we welcome everyone. Our differences make us stronger, bringing creativity, nuance and collective experience to assist us to do our best work.

United By 2022 continues to build on this ethos set out at our founding. If you join our team you will be part of an organisation that is committed to diversity and inclusion and to creating an environment where you can:

- Achieve your best, whilst being supported to break down any barriers standing in the way of your success.
- Be valued for who you are.
- Be listened to, respected and treated as an equal, regardless of your experience or background.
- Be an integral part of United By 2022 and turning our objectives into reality.

Time Commitment

The Board meets four times per year with occasionally two further extraordinary Board meetings throughout the year for any emerging business. The Finance, Audit and Risk Committee meets four times a year in advance of the main Board meetings. Meetings are typically in person at United By 2022's offices in Birmingham during office hours, but arrangements can be made for individual trustees to join meetings virtually as necessary.

Trustees are expected to attend all Trustee Board meetings and would also be expected to have some email and phone contact with the Chair of the Board and CEO as necessary.

Each year the United By 2022 host a meeting for the wider staff team and the Board to come together to offer Board members a chance to hear directly from the team about the work and their plans for the future. Further, Board members are invited, on an ad hoc basis, to attend or engage with the charity's programmes and activity throughout the year to see our impact in action and to connect directly with our communities.

The time commitment is anticipated as 3 hours per month on average. These are unpaid positions, but expenses can be claimed in travelling to meetings.

NOTE: this approximates the time required, and the United By 2022 team are flexible to the specific requirements of the successful candidate whilst also ensuring the requirements of the role can be successfully delivered.

How to Apply

To discuss the role in more detail please contact Vicki Grace, Director of Recruitment and Organisational Change at Achates who are supporting us with this process, by emailing vicki@achates.org.uk to set up a conversation.

To apply for the role of Trustee at United By 2022, please send a supporting statement (of no more than 2 pages) outlining why you would like to join United by 2022's Board and how you meet the person specification, with your CV (no more than 2 pages) to recruits@achates.org.uk.

Supporting Statements and CVs should be submitted as attachments in either PDF or Word formatting. Please note CV and Supporting Statements will be shared with the United By 2022 team for shortlisting.

The deadline for applications is Friday 7 March at 1pm.

Interviews will take place during the week commencing 10 March.

If you have any access requirements or if you need this information presented in an alternate format, please contact the Achates team by emailing recruits@achates.org.uk and they will assist you.