

GUIDANCE FOR APPLICANTS (TRUSTEES)



At Make Some Noise (MSN) we take our responsibilities to our participants very seriously and, therefore, undertake the most stringent safeguarding of our team.

APPLICATION FORM

A fully completed application form must be submitted – by email - for consideration – **supported by a CV containing details of your career, education and other training.**

- There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required
- Please give as much information as possible
- Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process
- We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process
- A minimum of two satisfactory references will be required
- To help us get a quick response, please ensure that you provide us with referees who are contactable and available
- If possible please provide e-mail addresses for your referees and advise them that they will be asked to provide a reference for you
- When providing details please ensure that one reference relates, if applicable, to your present job, most recent employer or another voluntary role
- Please state in what capacity the two referees are acting, e.g. current employer.

Please note that references from relatives or friends are not acceptable. We are unable to accept a reference from an MSN staff member.

MEETINGS

You will have an informal discussion with the CEO and/or Chairperson of the Board of Trustees (this may be in person or over Teams/Zoom) to discuss your application.

This may be followed up by a further meeting and an invitation to observe a Board meeting.

SAFEGUARDING PROCESS

Automatic Disqualification Declaration

Trustees/Board members for a charity must declare that they are not disqualified from acting as a Trustee. This declaration is included within the application form. Please ensure that you read the attached Automatic Disqualifications Reasons Table prior to signing the declaration.

Evidence of your right to work in the UK

Under the Immigration, Asylum and Nationality Act 2006 you will be required to show documentation of your right to work in the UK.

Proof of Qualifications

Where you are applying for a specific role such as Treasurer proof of qualifications/experience will be required before confirmation in role. These are not necessary for all roles.

Documentation for an Enhanced Disclosure and Barring Service check

As the role of Trustee supervises the CEO and organisation as a whole an Enhanced DBS check will be required. This may include a barred list check if relevant to a specific role.

Under the Rehabilitation of Offenders Act 1974 some roles with MSN fall under the Exceptions Orders which exist to protect vulnerable client groups such as children, young people, and the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all criminal convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act. All details of criminal convictions will be disclosed by the Disclosure and Barring Service.

Please bring the required documentation with you – copies will be taken and kept securely and destroyed if you are unsuccessful.

Please note:

Following completion of a DBS check paid for by MSN you are required to join and maintain a subscription to the DBS Update Service so that periodic checks can be undertaken – checks will take place at least annually. As the role of Trustee is a Voluntary role there is no fee for the subscription. Failure to maintain the subscription could lead to suspension from the Board until a new DBS is in place – you may be required to pay the administration fee for this check.

Further information can be found <https://www.gov.uk/dbs-update-service>

REFERENCES

References will be taken up if, after your initial discussion with the CEO/Chair, it is decided to progress your application.

LEVEL 1 SAFEGUARDING TRAINING

- You will be required to complete an online safeguarding course prior to confirmation of your acceptance to the Board
- Training will be renewed every three years – or as required by Make Some Noise or local authorities relevant to your role.

PHOTOGRAPH AND BIOGRAPHY

We will require a copy of a recent head and shoulders photo that can be used for an ID card and on our website, in digital format where possible. We also require a brief biography for the website.

DATA PROTECTION

Under current Data Protection legislation and GDPR we have responsibilities to process the personal data we hold in a fair and proper way. For further information please see our full Privacy Notice (<http://www.make-some-noise.com/make-some-noise-policies>).

We may contact other organisations (such as the Disclosure and Barring Service, Job Centre Plus, previous employer/s, education establishments, etc) to check the information you have given on the application form.

The information will be stored securely, both manually and electronically and destroyed after 6 months if your application is unsuccessful. If you are successful all documentation (application, references etc plus copies of any contracts) will be retained in line with our Data Protection Policy, Privacy Notice and any Insurance requirements.

HOW TO APPLY

Please complete the Application Form and return to the office as soon as possible.

Applications will only be accepted by email at this time. If you are unable to download the application form or submission by email is not possible please contact the office on 01785 278454 or info@make-some-noise.com.