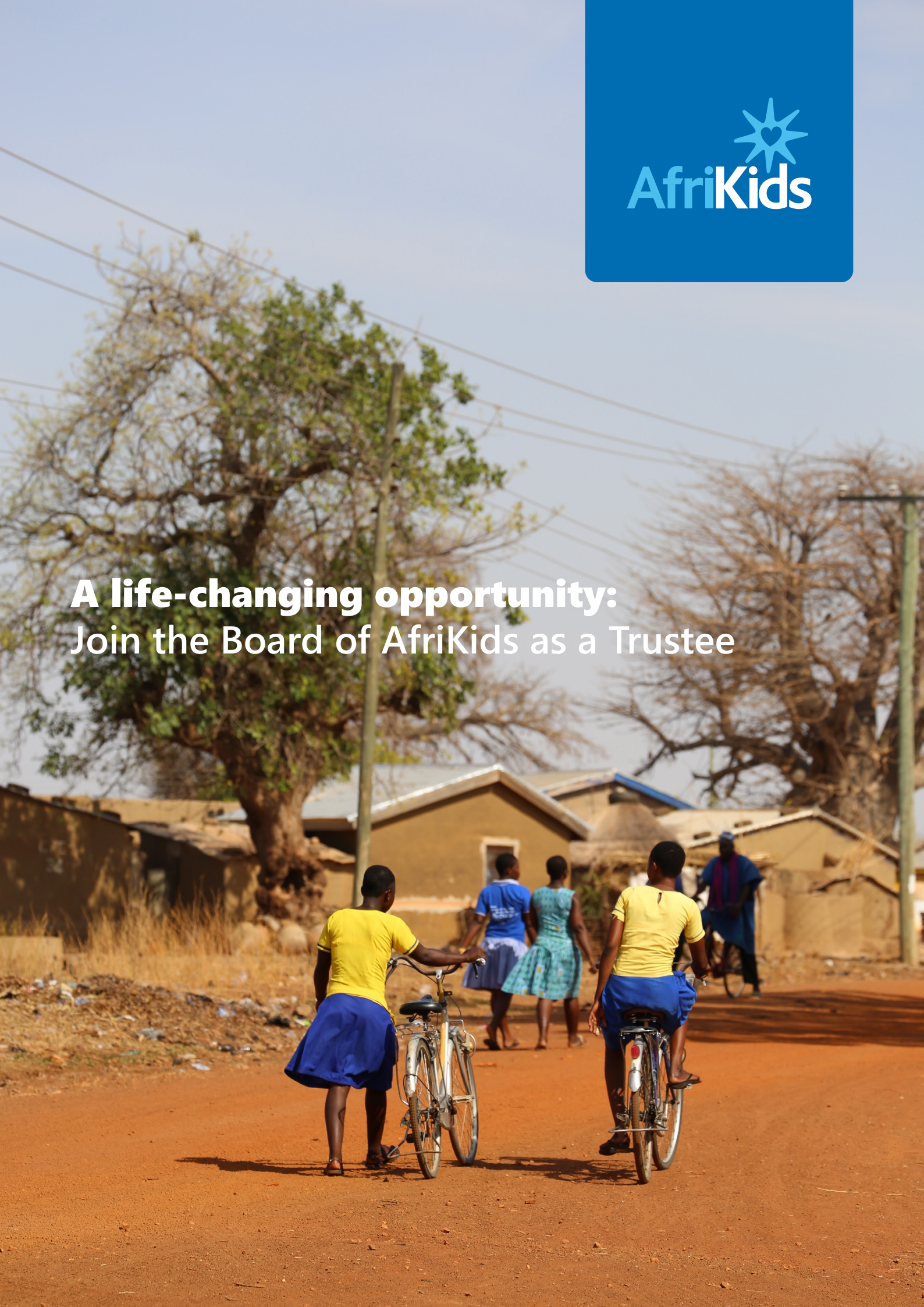




A life-changing opportunity:
Join the Board of AfriKids as a Trustee





Hello,

Thank you for your interest in joining the Board of AfriKids UK.

It is an exciting time at AfriKids as we build on 20 years of changing children's lives in Ghana and move into a phase of transformational growth. With two decades of experience and evidence proving the power of locally led solutions to keep children in poor communities healthy, safe and in school, we are ready to take things to the next level. Over the next few years, we will be growing our funding and partnerships to bring our life-changing programmes to many more children and sharing our story of Global South-led development with the wider world. If you want to be part of this story and can help us achieve these ambitions, we want to hear from you.

You do not need to have any experience of being a trustee, have anything in common with our current trustees or know what trustee and governance roles entail – we will support you with training. If you share our vision for a world where every child's rights are met, and our values of achieving this through locally led solutions, we want to hear from you. We are looking to expand the range of knowledge, skills, and experience on our Board and for people with passion, integrity and new ideas or perspectives to support us in our mission. We are especially keen to hear from anyone with knowledge, understanding or lived experience of development programming, living/working in West Africa and skills or interest in fundraising, public relations and digital/tech, but whatever your background, if you want to help, we want to hear from you!

AfriKids is part of the global movement working for universal human rights and social justice. Our work protecting and promoting child rights in Ghana contributes to local and international strategies to reduce poverty and build a fairer and better world for everyone. This dedication to fairness and equality runs through all our work, and our commitment to equity, diversity and inclusion is enshrined in our organisational values and practices. We are committed to authentic diversity and inclusion, and our entire Board will receive ongoing training and be held accountable for ensuring this.

Thank you again for your interest, if you would like a no obligation chat about becoming a trustee at AfriKids, please do get in touch, we'd love to hear from you.



Charlie

CEO
AfriKids UK



A force for change - the AfriKids Board

AfriKids is the leading child rights organisation in northern Ghana. Together we will make huge strides in helping Ghana become a beacon for child rights. Our diverse and dynamic Board is fundamental to making this vision a reality.

Click here to see our current Board: <https://www.afrikids.org/about-us/meet-the-board/>

This opportunity is to join the Board of AfriKids UK, a fundraising organisation which exists to support the work of AfriKids Ghana, an independent organisation registered in Ghana which delivers projects to support children in Ghana.

"AfriKids" generally refers to the partnership between AfriKids Limited (UK) and AfriKids Ghana, two legally independent organisations, run by different management teams and governed by different boards of Trustees, but who work in very close partnership towards a shared mission.

AfriKids UK was registered as a UK charity in 2002 (1141028) to support a number of small, locally-run projects in northern Ghana. In 2005, this relationship was formalised with the

establishment of AfriKids Ghana, an independent NGO registered in Ghana (DSW/3024) which manages oversees all of the projects that AfriKids UK supports.

AfriKids UK is governed by a Board of Trustees that consists of no less than six Board Members, who under Company Law are Directors.

Board profile

AfriKids' Board follows the best practice guidelines outlined in the UK Charity Commission's Charity Governance Code. This includes a commitment to harnessing the power of diversity to make us as strong and effective as possible at protecting and supporting vulnerable children.

For more information about the Charity Governance Code, you can read it online here <https://www.charitygovernancecode.org/en>

Practical information about being a Trustee

How many meetings are there a year?

There are four quarterly meetings per year, normally held outside of working hours (5-7pm) that you can join remotely (on Zoom) or in person. Then there is also the Annual General Meeting which is in May/June.

Any other extraordinary meetings that are held throughout the year might include any subcommittee meetings that you can join with your fellow Trustees.

Do I get paid for being a Trustee?

No, the role of Trustee is not accompanied by any financial remuneration, although out-of-pocket expenses may be claimed, in line with AfriKids' Expenses Policy.

Will I get to travel to Ghana?

Yes, Trustees are encouraged to visit AfriKids' projects in Ghana at least once per 3 year term. Typically Trustees cover the costs of these trips themselves but we can consider providing financial support with this if needed.

How much time do I need to commit?

For each quarterly meeting, we will circulate the CEO Report to you in advance so that you are kept up to date with all things AfriKids. Each quarterly Board meeting will be two hours long and then any other support you lend to AfriKids is optional and so will vary accordingly. From time to time, we will organise off sites in/around central London. These days will be an opportunity to get to know your fellow Trustees and the staff.

Do I need previous experience of being a Trustee to apply?

No, we will support all Trustees to be clear on what trustee and governance roles include.

How long can I be a Trustee for?

Trustees are appointed by terms. Each term is three years and they can be renewed up to three times for a maximum of nine years.

How to apply via email OR via online form

Via email

Please send your **CV & Application Form** to: hr@afrikids.org. Please quote "AfriKids UK Trustee" in the subject line.

Via the online form

Complete this online form (<https://forms.office.com/e/KydctYWige>) and send your **CV** to: hr@afrikids.org.

Deadline: midnight (23.59) 22 February 2023

For more information about AfriKids, please see our website and social platforms:

www.afrikids.org | facebook.com/afrikids | twitter.com/afrikids

If you have any questions, please call 0207 269 0740 or email hr@afrikids.org.



What to expect as A Trustee

Full Support from the team and your co-Trustees

You will get a full induction including information on AfriKids' history and current work; introductions to all relevant staff; training in policies and procedures that are relevant to your role and level, etc.

We will ensure that you will provide you with the information, tools and equipment you will need to fulfil your role.

Safeguarding

There is a designated Safeguarding Lead for both the UK and Ghana Boards and this Trustee is responsible for reporting back to their co-Trustees on any Global Safeguarding Policy reviews, incidents, etc. ensuring that AfriKids upholds the highest safeguarding standards.

Financial management and oversight

There is a designated Treasurer on the Board and this Trustee is responsible for reporting back to their co-Trustees on any Financial Policy reviews, incidents, etc. ensuring that AfriKids upholds the highest financial management.

The Treasurer is also involved with the audit every year. They will join the call with our Auditors once the audit has been carried out and be involved in presenting the Annual Report and Audited Accounts to their co-Trustees.

Governing document

Ultimately the your role as a Trustee is defined in the AfriKids UK's governing document - its Articles of Association (AoA). The AoA sets out how AfriKids operates regulated by Companies House and the Charity Commission.

You can find them in full [here](#).

AfriKids UK CEO reports

Before every meeting you will be provided with The AfriKids UK CEO Report. The CEO has full accountability on all financial, governance and operational elements. These reports will ensure that you are kept regularly up to date with everything that is happening at AfriKids.

Board Meetings

There are five Board meetings a year, at the end of each quarter and the annual general meeting (AGM). We aim to send you the agenda and all accompanying documents (CEO Report and any other documents relevant to the meeting) to you one week in advance so you have time to review them prior to the meeting.

The dates of the meetings follow a regular schedule (for example the third Monday of October) and are set up in Trustee calendars well in advance so that you are always aware of when the meetings are. We do work around school holidays and are open to changing the schedule if needed.

The only conditions for when a Board meeting can be rescheduled is if quorum is not going to be present so we ask that you let us know as far in advance as possible if you are not able to attend a meeting.

Insurance

AfriKids has Trustee Liability insurance in accordance with organisational and regulatory requirements which covers AfriKids activities, if you would like to see the policy wording please let us know and we can share it with you.

Risk management and decision making

You will oversee and take on risk management and decision making AfriKids UK CEO reports to the Board every meeting (at a minimum) on all activities which require their sign off and input.

Every year at the AGM, the AfriKids UK organisational Risk Register is shared with the Board for their review and approval. Within the Register, changes during that year are recorded so that the Board are able to see how the various elements have changed including (but not limited to) the risk probability, impact, mitigation and response actions.

Policies and procedures are in place ensuring the correct checks and balances are in place to make decisions. You will work with the team and your fellow Trustees to review the organisational policies and procedures to ensure regulatory compliance and continual improvements.



Candidate requirements

Essentials:

(please demonstrate all of these)

- Ready to fully understand and accept the legal duties, responsibilities and liabilities of trusteeship
- Strongly supportive of AfriKids vision, mission, principles and values and willing to uphold AfriKids' political and religious neutrality
- Available and willing to meet the time commitment required for this role
- Willing to lend your relevant knowledge, skills and experience to this role, in order to make a positive individual contribution and add value to the Board
- Purposefully motivated, ie driven to this role for the difference you can make helping AfriKids succeed in working towards its mission over any personal benefit
- Willing to speak up and constructively challenge other trustees and the charity, ensuring you are well informed and acting with contextual understanding and cultural sensitivity
- Ready to make good, informed decisions
- Able to work effectively as a member of a team
- Committed to applying the highest standards of ethics and integrity in your execution of this role and its responsibilities
- Highly financial literate (for any candidates interested in the role of **Treasurer**)

Bonus:

(you are not be expected to have these, but if you do, we'd love to hear about it)

- Knowledge experience of Ghana/west Africa
- Knowledge/experience and proficient in detailed review and analysis of company/charity accounts and technical financial information.
- Knowledge/experience in charity financial processes and compliance requirements
- Knowledge/experience in international development
- Knowledge/experience with business IT/digital strategic planning and implementation
- Experience of business development/fundraising
- Knowledge/experience of organisational safeguarding policies and procedures

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Find out more about AfriKids

About AfriKids

Watch our
documentary



CELEBRATING 20 YEARS
AfriKids
1999-2019
OF CHANGING LIVES

We believe the rights of all children, everywhere should be respected and upheld by all.

We exist to make this the reality for children in northern Ghana, where two thirds of families live in poverty and 1 in 5 children die before their 5th birthday. Our award winning work helps keep thousands of children healthy, safe and in school every year. Everything we do is led by our staff with the simple approach of listening to their communities and empowering them to make sustainable changes themselves.

By working with all levels of society - from parents and community groups to the government and private sector - we ensure child protection, education and health systems work for all children, especially the most vulnerable. Working with these partners gives us a stronger start for a brighter future, and the chance to help change the world for good.

How we do it

- ENSURE MEANS**
We help families and young people secure their own livelihoods to meet children's needs and protect their rights.
- BUILD MOTIVE**
We build knowledge and understanding at the community level to give support for the rights of all children.
- CREATE OPPORTUNITY**
We work with education, child protection and health partners to improve access to quality schools and services for all children.
- ADVOCATE FOR WIDER CHANGE**
We generate and share evidence of the impact our work has to influence decision makers and other actors to extend our successful approach across Ghana and protect more children's rights.

1 million+
children saved over 2019

Locally-led solutions
All of our projects are designed and delivered by a team of local staff and volunteers with their first-hand experience, dedication and trust of their communities to make real change happen.

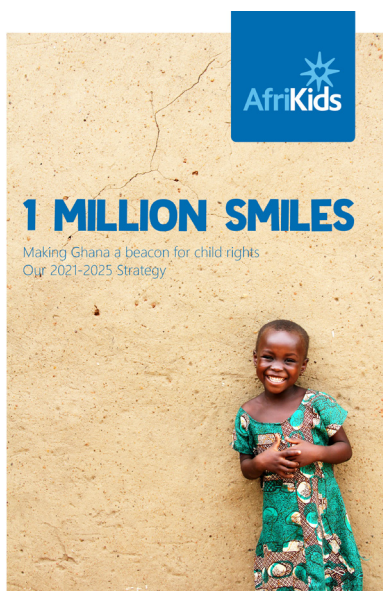
Making changes that last
It's not sustainable if it's not sustainable. All of our work empowers local people to make changes themselves that they can sustain without our ongoing support.

Steadfast principles
Our robust policies and procedures ensure we are transparent and accountable for everything we do and that we protect and uphold the dignity of the people we exist to serve.

Awards and Recognition

- International Charity of the Year - Charity Times Award
- Transparency & Accountability - Trust Score - Trustpilot Award
- Humanitarian Award - Best International Development Award
- Outstanding Contribution - Government of Ghana

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AfriKids

1 MILLION SMILES

Making Ghana a beacon for child rights
Our 2021-2025 Strategy

2021-2025 STRATEGY SUMMARY

ONE MILLION SMILES **AfriKids**

We believe in the rights of all children, everywhere, and that they should be valued, protected and met by all. We exist to make this the reality for children in northern Ghana, where currently:

THE CHALLENGE

- 62% of people live in poverty, 55% live in extreme poverty
- 1 in 5 children die before their 5th birthday
- 1 in 4 children experience violence
- just 2% of primary school students can read

THE OPPORTUNITY - WHAT WE WILL DO

Over the next five years we will listen to local people and empower them to make sustainable changes themselves in order to:

- ENSURE MEANS**
Ensure families and young people have access to livelihoods to meet children's needs and protect their rights.
- BUILD MOTIVE**
Create Champions - Communities that understand, value and protect the rights of all children.
- CREATE OPPORTUNITIES**
Improve education, child protection and health services to ensure all children can be healthy, safe and learn.
- ADVOCATE**
Share evidence of our impact to influence others to extend our successful approach across Ghana and protect more children's rights.

IMPACT
Reaching one million people to achieve:

- 32,420 Households
- 235 Child Protection Communities
- 320 Communities with Improved Education
- 224 Communities with Improved Child Protection
- 232 Communities with Improved Health

HOW WE WORK

- Locally-led solutions and leadership
- Listen, empower, sustain
- Transparency to keep children safe
- Respect for people and planet
- Partnership and collaboration
- Continuous organisational development

Find out more and get involved

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Registered with FRAISING REGULATOR

What being a
trustee will involve

Charity
Governance
Code

The fine print...

Requirements of all AfriKids staff and associated personnel (Trustees, contractors, volunteers, etc.):

- You will respect and uphold our Principles and Fundraising Values at all times (see [here](#))
- You will know and uphold the AfriKids policies and procedures which are applicable to your role and level (we will train and support you with this)
- You will always strive to give AfriKids your best; embracing opportunities to learn and progress with our support
- You will positively support our commitment to equity, diversity and inclusion
- You will sign and uphold our Code of Conduct, which includes a commitment to the highest standards of safeguarding

Eligibility

You must be at least 16 years of age to be a Trustee for AfriKids.

You must not act as a Trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

You can read more about Trustee eligibility and disqualification here: <https://www.gov.uk/guidance/charity-trustee-disqualification>

Data Protection

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organisations, and other third parties, where applicable, Trustees will comply with the Charity's Data Protection and information security policies.

We will process your personal data in accordance to AfriKids' Privacy Policy which can be found on our website (www.afrikids.org/privacy-policy).

Equity, Diversity and Inclusion

We are committed to being a equitable, diverse and inclusive employer; actively promoting diversity at all levels of our organisation and ensuring everyone feels included, valued and supported to fulfil their potential.

We actively encourage applications from all backgrounds and our recruitment process is designed to prevent unconscious bias, foster diversity and recognise the potential that you can bring to AfriKids, over what you have already achieved.

If you have any questions about applying in reference to our equity, diversity and inclusion policy, we strongly encourage you to get in touch.

Routine due diligence

In line with UK Charity Commission requirements, you will be required to complete a [Trustee Eligibility Form](#) and make a [Declaration of Interest](#).

You will be required to complete a satisfactory Disclosure and Barring Check (or equivalent for non UK residents) before any direct contact with children.

You will also be required to sign and adhere to our Trustee Code of Conduct and Global Safeguarding Policy.

References may be required at the final stage of recruitment for verification purposes (eg to confirm qualifications/experience).

Health and Safety Responsibilities

All AfriKids staff and associated personnel have a personal responsibility to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake;
- Following safety rules and procedures as outlined in AfriKids' Health and Safety policy;
- Using work equipment, personal protective equipment, substances, and safety devices correctly; and
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.
- Trustees shall co-operate with the Charity by allowing it to comply with its duties towards them.

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