



Dear Applicant

Thank you for showing an interest in becoming the Chair or Vice Chair of BBC Children in Need's North Advisory Committee.

The information in this pack reflects the current role and time commitment of the Chair and Vice Chair of the Advisory Committee. During the current pandemic, we have adapted as a funder in response to the needs of children and young people and the organisations we fund. During 2021, we will review our grant-making processes and strategy, to ensure they continue to best meet these emerging needs. Advisory Committees have a valuable contribution to make to these plans and the role may change in response to this.

Along with this letter we have included:

- Some background to BBC Children in Need.
- An outline of the role of the Chair and Vice Chair of the Advisory Committee as part of our grant-making process.
- The recruitment timetable.
- A short application form.
- Our Privacy Notice which describes how we collect and use personal information about you and should be read before completing and sending us your application form.

We highly value the benefits of having different points of view and experiences on our Advisory Committee and welcome applications from everyone irrespective of sex, sexual orientation, gender identity, ethnicity, faith and religion, disability and age.

We would especially welcome applications from those with experience of supporting children and young people from Black, Asian and minority ethnic communities, early years and those with a disability. We would also encourage applications from young adults or individuals who may have benefited in the past from the support of one of the projects we have funded.

Although this is an unpaid role, appropriate support will be offered to enable the full participation of all successful applicants.

You can apply any time up to **5.00 pm on Thursday 12th August 2021**.

If you have any special requirements relating to the application form and information, please contact our helpdesk on 0345 609 0015 or email pudseygrants@bbc.co.uk

You can contact us at cin.north@bbc.co.uk if you would like to chat over any of the roles.

VOLUNTEER ADVISORY COMMITTEE

BACKGROUND BRIEFING

National and Regional Advisory Committees advise the Trustees of BBC Children in Need on grant awards in Scotland, Wales, Northern Ireland, and five regions in England (North, Central, South East, London and South West). The Committees consist of a Chair, Vice Chair and up to 12 Committee Members.

This recruitment is for the North Advisory Committee Chair and Vice Chair and requires the members to have knowledge of and /or be based in the North of England.

BBC Children in Need

BBC Children in Need is the BBC's UK Charity for children and young people. Our vision is that every child in the UK has a safe, happy and secure childhood and the chance to reach their potential.

Thanks to the support of the public, we are able to make a real difference to the lives of children all across the UK through the grants we make.

The BBC Children in Need Appeal started in 1927 on BBC radio when it raised £1,143. Since 1980 it has been an annual live television and radio appeal. In the 1980s the charity was established as a grant-making trust to distribute funds raised by the annual appeal throughout the UK.

Since then, BBC Children in Need, working in partnership with the BBC, has raised and distributed over £1 billion to projects working with disadvantaged children and young people across the UK.

We are local to people in all corners of the UK, supporting small and large organisations which empower children and extend their life choices. We currently support over 3,900 projects.

BBC Children in Need has a team of around 130 staff, approximately half of whom are based in our main office in Salford. Other staff teams are based within the BBC Nations (Wales, Scotland, and Northern Ireland) and across five regions in England (North; Central; South West; London, and South East).

BBC Children in Need values the importance of the Advisory Committee's role and has great respect and appreciation for their expertise and contributions.

You can find out more about us at www.bbc.co.uk/pudsey

ROLES & RESPONSIBILITIES

The Role of the Advisory Committee Chair

The Chair and Vice Chair are members of the Advisory Committee and so has the same responsibilities as the other Committee members. In addition the Chair will be responsible for leading the Advisory Committee meeting with the support of the Vice Chair. In their absence the Vice-Chair will take on this responsibility. Both the Chair and Vice Chair will be expected to demonstrate unbiased, clear and supportive leadership; an ability to manage a diverse range of personalities and experiences, and lead

the Committee through difficult decision-making by placing the balance of emphasis on information and objectivity.

The Chair's role in the application/assessment process is to maintain an overview and ensure a robust and positive decision making process.

TIME COMMITMENT

At present, the total time commitment is 4 – 6 days each year for meetings and training and development activities. This includes time spent reading and absorbing the overview summary of all applications in readiness for participating in the discussion and decision making process as part of the grant allocation meeting. The papers for the meetings will be sent out to you at least a week before the meeting to give you time to look over them. The North team is also on hand to answer any questions Committee members may have.

Committees will hold one-day allocation meetings two to three times a year to discuss and consider applications before making recommendations to the Trustees. These meetings will be held at locations across the North including Salford (at present all meetings are held over Zoom or Teams). If travel or overnight stays are required, costs will be met by BBC Children in Need and refreshments are provided at the meetings.

Committee members are also expected to take part in a minimum of one additional meeting during the year to undertake training and development activities.

Additional requirements of the Chair and Vice Chair

In light of their leadership roles, the Chair and Vice Chair of the Advisory Committee will be expected to commit to attending the maximum number of meetings, and there will be additional time needed to plan and liaise with the Regional Impact Managers in preparation for meetings.

At a UK level, we will organise an annual meeting for Advisory Committee Chairs & Vice-Chairs led by the Chair of the Trustees. These are a great opportunity to meet with colleagues across the organisation and attendance is strongly encouraged.

ADVISORY COMMITTEE TERMS OF APPOINTMENT

Appointments are of a voluntary nature. They are initially made for a three year period with the possibility of being extended by another two years. New members are confirmed by the BBC Children in Need Director of Children and Young People.

Appointments are subject to satisfactory references and an ID check. In addition to this Committee members are required to sign up to our Terms of Reference and a Code of Conduct. To maintain fairness in our grant-making, Committee members also have to sign a BBC Children in Need Personal Disclosure Form, a Fit and Proper Persons Declaration and an annual Declaration of Interest. Advisory Committee members are expected to strictly observe confidentiality on matters relating to grant applications.

KEY DATES TO NOTE

- **Closing date** for applications is **5.00 pm on Thursday 12th August 2021**.
- Applications should be emailed to: cin.north@bbc.co.uk and titled: **Private and Confidential – North Advisory Committee Chair & Vice Chair Application**.
- Following this, the Impact Head and Senior members of the Impact Team will read your application carefully and invite people who have the skills and qualities we are looking for to meet us for an informal interview.
- Interviews are expected to be held between the 23rd and 27th August.
- Successful candidates will be invited to observe the next Advisory Committee Meeting and attend induction and training sessions after this (dates TBC).



ADVISORY COMMITTEE CHAIR & VICE CHAIR

Because of the leadership role in the meetings, we are looking for the following skills and qualities in the Chair and Vice Chair of the Advisory Committee.

SKILLS/ABILITIES

Essential:

- Demonstrably excellent chairing skills [it would be useful if you had been a chair or Vice Chair before]
- Good leadership and diplomacy skills
- Good listening skills
- Ability to remain calm and facilitate effective discussion involving a range of opinions and achieving good participation
- Ability to strive for a consensus
- Ability to pace a meeting appropriately
- Ability to build a strong team
- Analytical skills and interpretation of complex written and financial information
- Ability to assess feasibility of projects
- Good communication and interpersonal skills with the ability to communicate with people of all types and at all levels
- Good decision making skills
- Ability to think strategically, discuss and debate in a meeting environment
- Ability to remain objective and retain an overview
- Ability to meet tight deadlines, time management and prioritisation skills
- IT literacy to competent standard
- Flexibility and adaptability
- A good understanding of the voluntary and statutory sectors
- Good knowledge of local/regional areas and background
- A sound understanding of issues facing disadvantaged children and young people and the environment in which provision is being delivered

Desirable:

- Skills/experience of assessing

ATTRIBUTES

Essential:

- Able to deal in a helpful, friendly and professional way with a wide range of contacts
- Able to lead on difficult decision-making

- Demonstrate the confidence to provide clear direction
- A commitment to equality of opportunity
- Objectivity/impartiality
- Attention to detail
- Strategic thinking
- Commitment to working collegiately, reaching recommendations for decisions by consensus after appropriate discussion, probing and challenge.

PRACTICAL MATTERS

- Ability to meet the time commitment required



BBC Children in Need – North Advisory Committee Chair & Vice Chair

Application Form

Please see the Privacy Notice at the end before completing this application form.

All sections of this form should be completed.

Which role are you applying for?

Chair	
Vice Chair	
Both Chair & Vice Chair	

A bit about yourself:

Your name	
Your address	
The best daytime phone number for you	
Email address	
Do you currently work in a paid or unpaid role?	
If yes, what is this role?	

Please tell us about any similar positions to the Chair and Vice Chair of the Advisory Committee you currently hold or have held in the past.

Referees

Please give the name and contact details of two people we can contact if we need a reference. We will not contact this person without telling you first and only if you are offered a place on the Advisory Committee.

First referee

Name	
Address	
Phone no	
Email	
How do you know them?	

Second referee

Name	
Address	
Phone no	
Email	
How do you know them?	

Supporting Statement

Please tell us briefly why you want to join the BBC Children in Need's North Advisory Committee as Chair or Vice Chair. Tell us about your relevant **experience** and **skills** as they relate to the role.

We intend to interview between the 16th and 27th August. Interviews will most likely take place over Zoom. Please tell us if there any restrictions on your availability on these dates and also if you have any special requirements we should take account of.

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Declaration

I declare that to the best of my knowledge the information contained within this form is accurate and true.

Signature*	
Date:	

*if you return this form by email, we will ask you to sign it later.

Please return this completed form to:

cin.north@bbc.co.uk

Your application must be with us by 5:00pm on Thursday 12th August 2021.

Thanks again for your interest in supporting our work.

BBC Children in Need - Advisory Committee

Privacy Notice

BBC Children in Need is the Data Controller of your information and we want your interactions with us to be safe and enjoyable. This Privacy Notice describes how we collect and use personal information about you during and after your relationship with us. Additional information can be found in the Committee Members section of our Privacy Policy www.bbcchildreninneed.co.uk/legal/privacy-policy/privacy-policy-in-full/

Your personal information will be processed for the purposes of assessing your suitability for the role, manage your work and relationship with us, to investigate and deal with any complaints, safeguarding issues, negligence, dishonesty, suspected fraud, terrorism, money laundering or other crimes and to help us maintain administrative and statutory records.

The legal basis on which BBC Children in Need processes your personal information is that it is in our legitimate interests to process it to enable us to appoint suitable Advisory Committee members and manage that relationship as required (and we don't believe this unreasonably impacts on your rights and freedoms).

If you are successful in your application, generally we will retain your information for 7 years after your last interaction with us, unless the record is marked as retain for longer due, for example, to an ongoing investigation. If you are unsuccessful in your application we will retain your application and related information for a period of 6 months. If you would like more information, please [Contact Us](#) for an extract of our retention policy.

Your information will not be shared with third parties other than our suppliers we need to use to run the charity (e.g. our grant management system provider), legal advisers, the police, courts, HMRC, regulators or fraud prevention agencies if they ask us to do so or where we believe this is necessary to detect, investigate or prevent dishonesty, grant misuse, fraud, terrorism, money laundering or other crimes or where you have provided false information (but only if doing so is lawful). If you have any questions about how BBC Children in Need handles your personal information, or you wish to find out about your rights, please visit www.bbcchildreninneed.co.uk/legal/privacy-policy/privacy-policy-in-full/

If, for whatever reason, you feel we're not meeting the exceptionally high standards we expect of ourselves, you're within your rights to tell the UK Information Commissioner's Office (ICO) <https://ico.org.uk/> .

You're welcome to get in touch with us to discuss your information at any time, our contact details are here <https://www.bbcchildreninneed.co.uk/about-us/get-in-touch/>