



VOLUNTEER ADVISORY COMMITTEE CHAIR / VICE CHAIR

Background Briefing

Regional / National Advisory Committees advise the Trustees of BBC Children in Need on grant awards. Committees consist of a Chair, Vice Chair and up to 12 Committee Members.

BBC Children in Need

BBC Children in Need is the BBC's UK Charity for children and young people. Its 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, it is able to make a real difference to the lives of children all across the UK through the grants it makes.

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 £800 million to projects working with disadvantaged children and young people across the UK.

It is local to people in all corners of the UK, supporting small and large organisations which empower children and extend their life choices and it is currently supporting over 2,600 projects.

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

Each of the Nations and English regions is led by a Head, who manages a small team of staff and a team of freelance assessors. BBC Children in Need value the importance of the Advisory Committee's role and have great respect and appreciation for their expertise and contributions.

The South West region consists of the following 15 counties and unitary authorities plus the Channel Islands – Bath & North East Somerset, Berkshire, Bristol, Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Isle of Wight, North Somerset, Oxfordshire, Somerset, South Gloucestershire, West Sussex and Wiltshire.

For more information go to www.bbc.co.uk/pudsey

The Committee Member Role

Each Advisory Committee member is part of a small team, who collectively bring a range of skills, knowledge and experience including: working with children and young people; the voluntary sector; disability; social services; equal opportunities; business planning and finance; the rights of the child and the Children's Act.

Advisory Committees advise the Trustees of BBC Children in Need on grant awards. Committee members are highly valued, help to maintain the integrity of the Charity and help to achieve a balanced portfolio of grants, based on the Charity's policies, guidelines and criteria.

An Advisory Committee Member must be able to work as part of a team, communicate effectively and evaluate the merits of a grant application in an objective manner. Applications are first assessed by a team of assessors, before being forwarded to a Committee member whose role it is to recommend whether a grant should be awarded, and to then take the lead on discussing those applications during the allocation meeting. The Trustees of the Charity make the final decisions on applications

The role of the Committee Chair

The Chair will be responsible for leading the Advisory Committee meeting. In their absence the Vice-Chair will assume 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 will not normally be expected to undertake reads on individual applications. Their role in the application/assessment process will be to maintain an overview and ensure a robust and positive decision making process.

Time Commitment

In summary, the total time commitment is 6-8 days each year for meetings and training and development activities. In addition there is time spent reading and commenting on applications before each meeting, as well as time spent reading and absorbing the overview summary of all applications in readiness for the grant allocation meeting.

Committees will hold one or two day allocation meetings three times a year to discuss and consider applications before making recommendations to the Trustees. These meetings will be held at a BBC location in the region / nation and some travel and overnight stays may be involved

Each Advisory Committee member will be allocated between 6-8 application forms for each meeting, (with some variation between meetings/rounds) and will be expected to review and consider these, using the BBC CiN Reviewer Connect online system and lead discussion on these applications at the allocation meeting.

The role will also require compulsory attendance at a minimum of one additional meeting during the year for committee members and assessors to undertake training and development activities.

In light of their leadership role, the Chair and Vice-Chair of the Advisory Committee will be expected to commit to attending the maximum number of meetings, and to commit additional time to plan

and liaise with the regional / national head in preparation for meetings. Nationally, the charity will organise an annual meeting for Advisory Committee Chairs led by the Chair of the Trustees, at which attendance is strongly encouraged. Vice Chairs may deputise at this meeting if the Chair is unavailable.

Terms of appointment

Appointments are of a voluntary nature. They are initially made for a three year period, and confirmed by the BBC Children in Need Appeal Trustees. Appointments are subject to satisfactory references and an ID check. In addition to this Committee members are required to sign up to Terms of Reference and a Code of Conduct. Committee members are also required 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.

Please note:

- This recruitment is for the South & West Committee and requires the members to have knowledge of and/or be based in the region.
- **Closing date** for applications is **18th February 2018**
- To apply please email CV and supporting letter, explaining your experience and how you meet the requirements of the role, to **south&west@bbc.co.uk**
- Interviews for the Chair role are expected to be held on **13-14 March** at BBC Bristol.
- Successful candidates will be invited to observe the Committee Meeting on **9-10 May** and attend induction and training sessions on **30 May 2018**



PERSON SPECIFICATION: VOLUNTEER ADVISORY COMMITTEE MEMBERS

SKILLS/ABILITIES

Essential:

- Demonstrably excellent chairing skills [previous chairing experience would be an asset]
- 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 skills 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 area 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

Essential:

- Private access to telephone, computer and high speed internet.
- Ability to meet the time commitment required