



One World Week Call for Trustees

Registered Charity no: 1107762
Registered Company in England & Wales no: 4665250

www.oneworldweek.org

OWW believes that:

- In our interdependent world, what each of us does affects all others and the ecosystem that sustains us.
- When we understand each other's perspectives, our lives can be transformed and enriched.
- People are much more likely to take action for change when they have hope derived from experience that their efforts will succeed.
- Injustice, inequality and prejudice are not inevitable but man-made, so we can change them.

Our VISION of OWW is of:

People working together to build a just, peaceful and sustainable world.

MISSION - What we want to do:

We want to build a network of co-operating individuals and organisations to provide opportunities for people from diverse backgrounds to come together to:

- acknowledge our interdependence;
- learn about global justice, spread that learning and use it to
- take action to increase equality, justice and sustainability, locally and globally.

AIMS – How we want to do it:

- establish OWW as a nationally recognised annual event during which organisations hold local events on global issues which involve adults, families and children;
- build on OWW's existing work which involves faith, black minority ethnic, diaspora and refugee communities;
- engage the next generation of activists developing new social media approaches;
- build on developing cooperation between OWW and other national organisations to:
 - encourage all our local supporters to work together to use One World Week as an opportunity to deepen understanding of global issues in order to take appropriate action;
 - use the OWW website to draw attention throughout the year to partners' campaigns that relate to the OWW theme;
- promote, strengthen, and encourage local OWW events to:
 - reach out to new audiences;
 - increase the effectiveness of OWW as a week for information sharing, learning and action for global justice at a grass roots level.

Call for ONE WORLD WEEK Trustees

The development education charity One World Week wishes to appoint new trustees to strengthen its existing board of management.

Background to OWW and how it operates

Established in 1978, One World Week OWW originally worked to encourage churches to engage in development education but has broadened its activity to embrace people of all faiths and none. One World Week (OWW) is a development education charitable company registered in England and Wales and operating throughout the UK. It was set up in 2005, when OWW became independent of the then World Development Movement Trust which had originally established it in 1978 to stimulate people in local church congregations to create events that were able to focus on development education rather than fund raising. It soon expanded to work with people of all faiths and none and grown to become an integral part of the community development and development education calendar in the UK and beyond.

OWW stimulates people to organise local events at around the same time (the week around UN Day, 24 October) across the UK. The events focus on an annual theme related to global justice issues. Our concept is that people go to events, which raise their awareness of structural injustices and inspire hope, which encourages them to do something about it – e.g. join a campaign with one of our partner organisations and/or make adjustments to their lifestyles in solidarity with the vulnerable worldwide.

OWW is the UK representative on the North South Centre's Global Education Week Network; and a member of the Climate Coalition, Think Global, Trade Justice Movement and United for Intercultural Action.

OWW liaises with a Working Group drawn from national development agencies, campaigning, educational and Inter Faith organisations. The Group meets twice a year in London to consult over the annual theme and explore how the organisations' activities and resources can contribute to the resources for local events and encourage their supporters to engage with OWW locally. OWW also encourages event organisers to work with the local groups of the national organisations.

All year round, relevant news, stories and actions are shared on social media and the OWW website, raising awareness of organisations that are challenging policies. This website is updated as regularly as possible with inspirational and fun ideas, resources, news of events through the year, suggestions for working across faiths, theme guidelines, tips for organising local events, links to other organisations and an events calendar.

OWW gauges its size by: counting those who register for e-newsletters (1,547 currently); website usage, as measured by the number of 'engaged' visits (5 - 60 minutes), fluctuates slightly around 5000 a year. The number of events per year is difficult to determine as organisers of local events rarely prioritise registering them on the national website or returning evaluation forms. Informal local samples suggest that events reported last year were a tiny snapshot of what took place.

OWW is currently run by volunteers, including some of the trustees and others who fulfil specific tasks. We employ a book keeper for a few hours a month. Everyone works from home. We have no office other than the official company office. We operate largely as a virtual organisation through our website. We would like to recruit a national co-ordinator to oversee the work and have been seeking to fund this appointment.

OWW communicates with its supporters and makes development education resources available via its website, e-newsletters (about 4-5 per year) and social media.

Funding

OWW was funded in 2015-16 by CAFOD, and donations from family trusts, schools, churches, trusts and many individual donors and groups. We have funds in hand to enable us to operate for at least two years. We are continually seeking grants and donations from local, national and international bodies, trusts and individuals. Our experience of trusts is that OWW does not easily fit their criteria.

Responsibilities of all Trustees, as a Board:

- Setting overall policy and short, medium and long term objectives
- Identifying, discussing and agreeing new areas of work
- Ensuring there are systems for regularly monitoring and evaluating OWW's work
- Being a good employer
- Supervising and supporting senior staff and ensuring other employees and volunteers are properly supervised and supported
- Ensuring OWW's equal opportunities policy is implemented and monitored
- Assessing and managing risk
- Promoting the organisation
- Ensuring adequate funding is in place for all of the above

The OWW Board of Trustees

- meets face to face occasionally e.g. for strategic management meetings, including the AGM in September, it also meets through telephone conferences at least every three months and more frequently if necessary. The Board liaises by email between those meetings as necessary.

The Board currently has three trustees (its legal minimum): one is the Treasurer and one oversees the website. We elect an Acting Chair when required. The Board expects its members to work as a team in displaying leadership, be strategic thinkers and have an enthusiasm to counter social injustice. Contributions from people with diverse cultural heritages and/or practical experience of development issues in the global south are particularly welcome.

Trustees are appointed for a term of three years. The post of trustee is unpaid but reasonable, pre-agreed, out-of-pocket expenses will be paid. Trustee liability is generally limited to £10.

Specifically, OWW wishes to strengthen its board capacity in the following areas:

- Fundraising
- Inter-faith work
- Social media development
- Engaging young adults
- Human Resources
- Legal understanding
- Strategic development
- Business management

If you wish to apply to become a trustee of OWW, please fill in the attached form, and email it to the Chair at: oww@oneworldweek.org putting "Trustee Appointment" in the subject line.

In addition, please post a signed copy of the Trustee Application Form with the confidential Equal Opportunities Monitoring Form (in its own separate envelope) to: The Chair, One World Week, 15, Bryngwyn Road, Newport. NP20 4JS

If you would like the opportunity to talk with a current Trustee, please telephone Ingrid on 01633 267367 or 07976 267367 or Sarah on 02392 582140.

One World Week Trustee Application Form

PLEASE RETURN by email to:

oww@oneworldweek.org putting "Trustee Appointment" in the subject line.

In addition, please post a signed copy of the Trustee Application Form
with the confidential Equal Opportunities Monitoring Form (in its own separate envelope) to:
The Chair, One World Week, 15, Bryngwyn Road, Newport. NP20 4JS

NAME:

ADDRESS:

TELEPHONE(s) (work) / (mobile) / (home):

EMAIL:

Skills/knowledge that you can offer (tick all that apply)

<input type="checkbox"/>	Fund-raising	<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Business management
<input type="checkbox"/>	Charity law	<input type="checkbox"/>	Public relations	<input type="checkbox"/>	Human resources management
<input type="checkbox"/>	Company law	<input type="checkbox"/>	Employment law	<input type="checkbox"/>	Media and publicity
<input type="checkbox"/>	Social media	<input type="checkbox"/>	data evaluation	<input type="checkbox"/>	Communicating with young people

Please elaborate (expand this and subsequent boxes as required)

Other experience that you have (tick all that apply)

<input type="checkbox"/>	Organising / participation in local One World Week events				
<input type="checkbox"/>	Working / volunteering with people from various cultural or religious backgrounds				
<input type="checkbox"/>	Living / working in a country in the Global South for a significant period of time				
<input type="checkbox"/>	Community development	<input type="checkbox"/>	Research	<input type="checkbox"/>	National charity management
<input type="checkbox"/>	Development education	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	Campaigning

Please elaborate, including dates

What has attracted you to apply?

Are you legally eligible to become a trustee of a charity?

Under Charity law it is a requirement for a trustee to be able to comply with the following declaration. Please indicate **now** whether you would be able to sign the declaration with regard to points 1-6 inclusively by marking with a "x" those that you could sign.

I declare that:		
1		I am over age 18.
2		I am not an undischarged bankrupt.
3		I have not previously been removed from trusteeship of a charity by a Court or the Charity Commission.
4		I am not under a disqualification order under the <i>Company Directors' Disqualification Act 1986</i> .
5		I have not been convicted of an offence involving deception or dishonesty (unless the conviction is spent).
6		I am, in the light of the above, not disqualified by the <i>Charities Act 1993</i> (section 72) from acting as a charity trustee.

Signed: _____ Date: _____

Due to the responsibilities of this (voluntary) office, it would be appreciated if you would provide the contact details (name, address, email) of 2 referees that know of your skills and experience.

First Referee

.....

.....

Second Referee

.....

.....

How did you hear about this opportunity (eg. Email from)?

.....

I wish to be considered to become a Trustee of One World Week. I certify that the information on this form is correct to the best of my knowledge. I also agree that my records may be held on a computerised database that is subject to the Data Protection Act 1998.

Signature*:	Date:
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When you return this form by e-mail you should note that, in the absence of this signature, the e-mailing of this application constitutes your personal certification that all details are correct. **Please add your initials to the filename before e-mailing.** Email applications will be acknowledged by reply within 2 working days.

PLEASE RETURN (by email) to the Chair at:
oww@oneworldweek.org putting "Trustee Appointment" in the subject line.
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 The Chair, One World Week, 15, Bryngwyn Road, Newport. NP20 4JS



EQUAL OPPORTUNITIES MONITORING

One World Week is committed to promoting equality of opportunity in its employment policy, practices and procedures. To make this meaningful we need to monitor the effectiveness of our policy. Could you, therefore, please provide us with the following information? This information will be treated in the strictest confidence and separately from the interview; it will not inform the selection process.

Please place this sheet in a separate sealed envelope addressed to the Chair of One World Week and marked “Equal Opportunities - Confidential”.

Please state which vacancy you have applied for:

.....Trustee..... Date:.....

▪ I would describe my race or cultural origin as (please tick/cross one box only):

- | | |
|--|---|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Mixed – White Black African |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Mixed – White Black Caribbean |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Mixed – Other Mixed background |
| <input type="checkbox"/> Other Asian | <input type="checkbox"/> White - British |
| <input type="checkbox"/> African | <input type="checkbox"/> White - Irish |
| <input type="checkbox"/> Caribbean | <input type="checkbox"/> White – Other White background |
| <input type="checkbox"/> Other Black | <input type="checkbox"/> Any other _____ |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Not known/not provided |
| <input type="checkbox"/> Mixed – White & Asian | |

▪ Nationality: _____

If not UK / EU do you have UK residency? Yes No

▪ My sex is (please tick/cross the appropriate box): Male Female

▪ My age is (please tick/cross the appropriate box):

up to 25 26-35 36-45 46+

▪ Do you consider yourself to have a disability? Yes No

Definition of Disability: Section 1 of the Disability Discrimination Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities”.

If yes, would you like to tell us more?