



## One World Week Call for Trustees

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

[www.oneworldweek.org](http://www.oneworldweek.org)

### **VISION - What we believe**

When we understand each other's perspectives, our lives can be transformed and enriched.

### **MISSION - What we want to do**

One World Week exists to provide the space for people from diverse backgrounds to come together to learn about global justice, to spread that learning and to use it to challenge inequality, discrimination and degradation, locally and globally.

### **AIMS - How we want to do it**

To fulfil its Mission, One World Week aims to:

- enable groups at local level to work across boundaries such as culture, ethnicity, gender and creed, and to recognise we are part of one world in combating inequality and discrimination.
- stimulate activities which nurture values of 'ubuntu' (active togetherness) and lead to learning, understanding and action for global justice.
- work at a national level towards enabling diverse global perspectives to be heard, valued and have an impact.

### **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 has grown to be an integral part of the community development and development education calendar in the UK and beyond. OWW originally worked to encourage churches to engage in development education but has broadened its activity to embrace people of all faiths and none. Its current project is focused on working with Muslims in the first two years and extending its faith approaches in the third year. For more information on the organisation please go to [www.oneworldweek.org](http://www.oneworldweek.org)

OWW currently employs 3 staff, one part-time core Administrative /Finance Officer and two project staff. It is based in Reading. OWW's core funding comes from a few church based development agencies, who make annual grants, and from donations from supporters. OWW is currently in receipt of a three year Project Grant from the Department for International Development (DFID) and is seeking further grants from local, national and international bodies and trusts.

OWW communicates with its supporters and makes development education resources available via its website.

**The Board of Trustees** meets 4 times a year for strategic management meetings, usually in Reading and sometimes by telephone conference, and liaises by email between those meetings as necessary. OWW uses advisory sub-groups to manage some of its project work between Board meetings and where possible, all trustees are encouraged to be a part of one or more of these groups.

OWW became a Charity in its own right in 2005. Its Board currently has 4 trustees, including a Chair and Treasurer. 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 practical experience of Southern development issues 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
- Human Resources
- Legal understanding
- Strategic development
- Business management
- Media and publicity

#### **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
- Promoting the organisation
- Ensuring adequate funding is in place for all of the above

**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](mailto: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, PO Box 2555 Reading RG1 4XW.

**If you would like the opportunity to talk with a current Trustee**, please telephone the office on 0118 939 4933.

# One World Week Trustee Application Form

PLEASE RETURN by email 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, PO Box 2555 Reading RG1 4XW.**

**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

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 Southern country for a significant period of time				
<input type="checkbox"/>	Community development	<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:**

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

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.

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