

Trustee Recruitment Pack: Co-Chair • Secretary • Safeguarding Lead

About Us

Spark the Noise (sparkthenoise.com) is an award-winning charity working at the intersection of gender justice and the music industry. Our mission is to amplify the voices of girls, trans, non-binary and gender-non-conforming young people, through music-making and community-building.

We believe in placing equity and accessibility, underpinned by trauma-informed practices and community at the heart of everything we do. Founded in 2015 (originally as Girls Rock London) by a collective of musicians, social workers and educators, we have supported over 2,000 participants in music-making, confidence-building and creative community engagement across the last ten years.

We are entering an important phase: refining our organisational structure, strengthening governance and safeguarding, building our fundraising resilience, and growing our programmes with integrity. We seek three new trustees to join our Board of Trustees and support this exciting next stage of growth.

Our Commitment to Equality, Diversity, Access & Inclusion

We believe diverse boards lead to better decision-making and more inclusive organisations. We particularly encourage applications from those who bring lived experience of the communities we serve and who are passionate about creative and social justice.

The Role of a Trustee

As a trustee of Spark the Noise you will:

- Share legal and governance responsibility for the charity: making decisions together with the Board in line with the charity's purposes and governing document.
- Ensure the organisation delivers public benefit and acts in the best interests of its beneficiaries.
- Have oversight of resource management, risk, governance, safeguarding, financial control, strategy and impact.
- Act as a critical friend: supporting the senior team, monitoring performance, and bringing your expertise to Board discussions.
- Attend Board meetings (typically 4-6 per year plus 4-6 sub-committees focused on specific areas such as fundraising or risk), participate in strategic planning, support recruitment of staff/trustees, assist with oversight of policy and regulatory compliance.
- Adhere to our values of equity, inclusion, joy, care and creative community-building, and help embed a culture of inclusion, transparency and wellbeing across the organisation.

Each of the roles below has specific additional responsibilities and person-specifications.

1. Trustee – Co-Chair

Role overview: To lead the Board jointly (with the other Co-Chair) in oversight of governance, financial management, risk and strategy, working closely with the Director and wider leadership team.

Key responsibilities:

All Trustees are responsible for upholding the following six legal duties::

- Make sure your charity's carrying out its purposes for the public benefit
- Comply with your charity's governing document and the law
- Act in your charity's best interests
- Manage your charity's resources responsibly
- Act with reasonable care and skill
- Make sure your charity is accountable.

In addition to these responsibilities, the Co-Chair will also be responsible for the following key areas:

- Line management of the Director
- Partnering with or deputising for the other Co-Chair as required; facilitating Board meetings, ensuring effective governance and decision-making.
- Overseeing risk management, financial oversight and organisational performance alongside the Co-Chair.
- Supporting the Board and Director in setting strategic direction, monitoring progress and delivering the organisational plan.
- Ensuring strong governance frameworks, including compliance with charity law, governing documents, internal controls, audit and regulatory responsibilities.
- Ensuring the Board has the right skills, diversity and capacity (including Trustee recruitment, induction and appraisal).
- Acting as an ambassador for the charity: promoting Spark the Noise externally, building networks and partnerships as appropriate.

Person specification (essential):

- Significant board-level governance experience, ideally as a chair/co-chair or senior trustee in a charity, arts, youth or social justice organisation.
- Demonstrable experience of financial oversight, risk management and organisational performance.
- Excellent leadership, facilitation and interpersonal skills; ability to work collaboratively with staff and Trustees.
- Strong commitment to gender justice and the communities we serve.
- Understanding of charity regulatory environment and good governance best practice (eg via NCVO/Charity Commission guidance).

Desirable:

- Experience in the creative/music sector or youth community work.
- Experience of change leadership or growth strategy in a charity.

Time commitment: Approx. 12 days per year (Board meetings, sub-committee work, trustee engagement) plus ad-hoc ambassadorial activities.

2. Trustee – Secretary

Role overview: Ensure effective governance administration, minute-taking, regulatory filings and supporting Trustees with planning meetings, implementing governance systems and upholding compliance.

Key responsibilities:

- Act as the lead trustee for governance administration: preparing agendas in liaison with Chair/Co-Chair and Director, ensuring meetings are scheduled, papers circulated, minutes taken and actions tracked, and that policies calendar remains up-to-date.
- Ensure the charity meets its legal and regulatory obligations: annual filings, updating governing document as necessary, register of Trustees, declarations of interest, conflict of interest registers.
- Support induction of new Trustees, governance training, Board skills audits, review of Board policies and governance frameworks (in line with Charity Commission advice).
- Work closely with the Chair/Co-Chair to ensure the Board's structure and documentation are robust, timely and transparent.
- Provide oversight of committee terms of reference, sub-committee membership and ensure effective communication between these and the full Board.

Person specification (essential):

- Prior board or senior governance experience in a charity or not-for-profit sector.
- Strong understanding of charity governance, regulatory compliance, risk and internal controls.
- Excellent administrative, organisational, minute-taking and communication skills; confident managing governance workflows.
- Commitment to Spark the Noise's mission and to equality, diversity and inclusion.

Desirable:

- Financial management experience or familiarity with charity accounts and audit processes.
- Experience working in youth/music/creative sectors.

Time commitment: Approx. 12 days per year (Board meetings, governance administration, committee liaison) plus ad-hoc support.

3. Trustee – Safeguarding Lead

Role overview: To lead the Board's oversight of safeguarding policy, practice and culture, ensuring Spark the Noise's work with young people, volunteers and vulnerable participants is conducted to high standards of protection and inclusion.

Key responsibilities:

- Act as the lead trustee for safeguarding: ensuring policies, procedures, training, recruitment checks (DBS) and incident-reporting frameworks are robust and up-to-date.
- With the Director, provide oversight of safeguarding risk, investigations and serious incident reporting where needed, and ensure the Board has appropriate assurance.
- Ensure the organisation develops and maintains a culture of safeguarding, equity and participant-centred practice, aligned with trauma-informed and inclusive values.
- Liaise with senior staff (Director, Head of Programmes) to review safeguarding practice, training provision, disclosures, volunteering standards and external partner compliance.
- Keep up-to-date with sector best practice (including youth work, education, music education, community work) and ensure the Board receives relevant reporting on safeguarding.
- Act as point of contact for staff and trustees for safeguarding concerns and escalation.

Person specification (essential):

- Experience of safeguarding leadership at a senior level in a charity, youth organisation, education setting or similar.
- Strong knowledge of safeguarding frameworks, standards, incident management and regulatory requirements.
- Excellent interpersonal skills; ability to challenge and support senior staff and trustees; confident in policy oversight and risk assessment.
- Commitment to inclusive and trauma-informed practice, with a desire to embed equitable, safe and empowering culture for young people and marginalised participants.

Desirable:

- Experience in the arts/music sector, or working with young people in creative settings.
- Understanding of volunteer management and/or peer-led programmes.

Time commitment: Approx. 12 days per year (Board meetings, safeguarding oversight meeting, training/updates) plus ad-hoc work in governance and incident referral.

How to apply

To apply for **any of the roles above**, please send:

- A short CV (no more than 2 pages) highlighting relevant experience
- A cover letter (no more than 800 words) specifying which role(s) you are applying for, why you are interested, and how your skills and experience match the person specification. **Note that you are welcome to apply to all three roles, or one/two specific roles**
- Contact details of two referees (referees will not be contacted without your consent)
- If you would like to discuss the roles, please email any questions to info@sparkthenoise.com.

Send applications to: info@sparkthenoise.com

Closing date: 28th November 2025

Interviews: early-mid December 2025

We expect successful candidates to be appointed in January, formally joining in April 2026.

Additional information

- These are voluntary, unremunerated roles (reasonable out-of-pocket expenses will be reimbursed).
- Terms of appointment: 3 years (renewable once to a full term of 6 years, subject to Board discretion).
- Time commitment: Approx. 12 days/year depending on role plus ad-hoc availability for advice, meetings or events.
- We will prioritise London-based applicants on account of attendance at Spark The Noise events and activities. In person meetings/away days may be required; however regular meetings will offer hybrid or remote attendance.

Thank you for your interest in joining our Board of Trustees!