

# LMK Trustee Candidate Pack



**Volunteer role**

**3 year term**

**Remote applications welcome**

**Please apply by 8<sup>th</sup> January 2024**

If you require the candidate materials in an alternative format,  
please contact [clare@justletmeknow.org](mailto:clare@justletmeknow.org)

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# Candidate information

## Welcome to LMK

Thank you for your interest in this exciting and important role. **Are you passionate about tackling relationship abuse, domestic violence and sexual assault?** Are you eager to help young people to protect their mental health and thrive in their relationships? Are you motivated by LMK's values of being Kind, Brave, Open and Collaborative? Do you want to use your time and skills to support a small, ambitious charity making a big impact in the charity sector?

If so, you could be one of the three people LMK is looking for to join our **Board of Trustees**. You do not need to have previous experience of a board role, but you do need to care deeply about the work that we do and have the time, skills and experience to contribute to the work of the board. We are particularly keen to hear from people with expert, working experience of governance, risk and compliance programmes, and safeguarding.

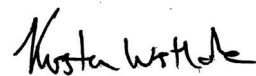
- **Vice-Chair**
- **Chair of the Safeguarding Subcommittee**
- **Trustee (generalist)**

Trustees, along with our Youth Advisory Board, LMK Leaders and Staff team, are one of the four key groups of people who help make LMK what it is. We need your life experience, professional skills and

sector knowledge to ensure that we continue to make a big impact to young people's mental health and personal safety, now and in the future.

As a Trustee at LMK, you'll be joining a passionate and highly motivated team, which is committed to helping young people build happy lives through healthy relationships. LMK is a young organisation, now in its fourth year, but growing rapidly. The beauty of being part of a small charity is that you will genuinely be able to shape its future: you'll see your work make a real and instant impact, and will play a critical part in our success as we move into the next phase of our development. Already operating in **22 London boroughs**, and having trained almost **10,000 young people so far**, through sustainable growth we want to become a **pan-London organisation by 2025**, bringing our life saving prevention programme to as many young people as possible.

If this opportunity sounds right for you, we very much look forward to meeting you.



**Kirsten Westlake**  
Chair of the Board of Trustees



Our programme is based on the '10 Signs,' a framework developed by Johns Hopkins School of Public Health and has been used for over a decade by the One Love Foundation in the US.

### 10 signs of a healthy relationship



Equality



Independence



Intensity



Manipulation



Kindness



Boundaries



Sabotage



Possessiveness



Owning Actions



Healthy Conflict



Isolation



Belittling



Fun



Respect



Volatility



Betrayal



Honesty



Trust



Deflecting Responsibility



Guilt

# What is LMK – Let Me Know?

## Why

Good relationships shape our health and happiness, yet we are taught so little about them. Domestic violence and relationship abuse affects **2.3 million people** in the UK each year. Sadly, 1 in 4 women, 1 in 6 men and 3 in 4 transgender and non-binary people will experience an abusive relationship in their lifetime. Critically, only 20% of 16-17 year olds can tell if a relationship is abusive.

## Vision

LMK is on a mission to change that. While many charities exist to support survivors of domestic violence, relationship abuse and sexual assault, few offer a comprehensive prevention programme to **stop the abuse before it begins**. That's why we're here. We are committed to creating a world where young people have the skills, confidence and knowledge to build happy lives, through healthy relationships.



**You can find out more about LMK's Vision in this short video**  
**Inside LMK: <https://vimeo.com/user182687372/insidelmk>**

## What does LMK do?

LMK is a London-based education charity, led by survivors, parents and activists, which was created to be part of the solution. LMK has a range of workshops as part of its prevention programme:

- In our **10 Signs workshops**, young people are taught to spot and stop healthy and unhealthy relationship behaviours in themselves and others, in real life, online and in media, as well as equipping them with a plan of how to leave an abusive relationship safely. We are particularly proud of our new **Inclusive Modules** which makes the 10 Signs accessible and relatable for young people with special educational needs and disabilities (SEND).
- LMK's workshops on **pornography** challenges young people to think about porn differently, debunks widely held myths and examines how porn can affect them and their relationships. LMK's workshop on **sharing explicit images without consent** gives young people a deeper understanding of the risks of sharing nudes, equipping them with practical strategies to protect themselves and giving them steps to take if an image gets leaked or goes viral.
- LMK also has a **CPD (continuous professional development) programme** for youth workers and teachers. Based on the 10 signs programme, this training talks to frontline workers about how to continue having conversations about relationships with young people to help prevent bullying, relationship violence and future domestic abuse.
- In the last 12 months, LMK has developed a **workplace relationships programme**. Using the 10 signs framework, we work with staff to understand the importance of healthy relationships and support them to be able to identify healthy and unhealthy behaviours. This course covers the difference between bullying and harassment and what to do if you experience these at work. The overall aim of the course is to improve working relationships, champion best practice and foster happy, productive teams.
- Finally, our **Youth Advisory Board (YAB)** is the beating heart of the charity - 19 diverse teenagers influence our strategy and materials, role-model the 10 signs, and act as peer mentors to one another and ambassadors for LMK.

# Joining our Board of Trustees

A trustee's main role is to ensure that LMK fulfils its duties to its beneficiaries through its charitable activities and that it delivers on its mission, vision and values. As a Trustee, you will be part of the team that:

- **Sets the direction** and purpose of the charity.
- **Supports** the staff who manage and run the charity by ensuring that the correct infrastructure, resources and culture are in place.
- **Stretches** the charity - challenging and improving plans, ensuring meaningful connections with the communities we serve.
- **Stewards the assets** of the organisation, promoting and acting in the best interest of the charity.
- **Scrutinises** the charity's plans and performance, holding the management team to account.

There are currently three board subcommittees which trustees are encouraged to play a part in spanning: HR, Finance and Safeguarding. These are 'hands-on' working groups which meet in-between board meetings to conduct special projects and act as a sounding board to the CEO and management team.

We aim for our Trustee board to have a mix of skills and backgrounds. We are looking for:

- **Vice Chair**

- With previous experience of chairing meetings and strong leadership skills, you will deputise for and provide support to the Chair in carrying out their responsibilities. You will have, or be willing to develop, a strong understanding of best-practice in charity governance and an ability to implement it in a small charity context. You will act as a 'critical friend' and sounding board to the Chair, while remaining open to feedback about the Chair, LMK and the operations of the board from other Trustees, the CEO and members of staff. LMK's Vice Chair will be asked to take on specific responsibility for **risk and compliance**, providing expertise and oversight of the risk register and contributing to **sub-committees** as needed.

- **Trustee (Generalist)**

- You will have experience in one of the following sectors: **VAWG, Education, Mental Health, Community Engagement or Youth Work**, and be willing to use your knowledge to guide LMK in the creation of its strategy, programmes, materials, and marketing or social media content.

- **Chair of Safeguarding Subcommittee**

- Experience of managing safeguarding operations and up to date knowledge of safeguarding legislation is key for this role. You will champion safeguarding at board level and, through your role as Chair of the Safeguarding Subcommittee, work with the staff team to ensure that LMK has **effective policy and practice** in place, as well as the **right culture** and **understanding** around duty of care more generally.



## What we're looking for:

- Collaborative and flexible
- Able to offer constructive challenge and think creatively
- Committed and responsible - able to provide the level of commitment required for this role
- Passionate about our cause and values – with knowledge of the type of work undertaken by the organisation

In addition to the duties listed above, each trustee is expected to use any specific skills, knowledge, or experience they have to help the Board reach **sound decisions and further the objectives of the organisation**. This may involve leading Board discussions, driving forward work on key issues, providing advice and guidance on new initiatives, or using contacts and resources to promote the organisation.

We want the board to reflect the diverse young people we work with and to have a range of **different voices** within it. We know that diverse groups of people make better decisions and that's why we are particularly keen to hear from under represented groups including: people from global majority backgrounds, LGBTQ+ people, people with special educational needs and/or disabilities, people with lived experience of domestic violence and/or relationship abuse either personally or through a close family member, non-graduates and first-in-family graduates.

## Time requirements:

Trustees give a **minimum of 3 hours** to LMK each quarter.

- Attending **board meetings** online which normally take place on a weekday evening, once a quarter, for 2 hours.
- Participating in one or more board **subcommittees** as required (for example, focussing on HR, Safeguarding and Finance.) These normally take place on a weekday evening, once a quarter, for 1 hour.
- Attending other occasional **charity events** in person, such as away days, fundraising and celebration events, Youth Advisory Board meetings. These usually take place on an evening or weekend, in central London.
- Observing and giving feedback on an **LMK workshop** once a year in central London – we believe you can't be a trustee of an organisation if you haven't experienced its services.
- Have reasonable **email or phone contact** with the Chair of Trustees if issues arise outside of the standard board meeting schedule.

## Our Values



### Kind

**We put kindness first.** We act with compassion and understanding. We role model the 10 Signs of a healthy relationship.



### Brave

**We act bravely and aren't afraid to be bold.** We're changing something big and we're courageous in our approach.



### Collaborative

**We behave collaboratively and support one another.** We value teamwork and strive for impact through partnership.



### Open

**We are open.** We represent a diverse society and value difference. We are inclusive, accessible, and non-judgemental.



**Kirsten Westlake**  
*Chair of Trustees*



**Helen Wolstenholme**  
*Trustee*



**Ndubuisi Uchea**  
*Trustee*



**Umeeda Nathoo**  
*Trustee*



**Louise Harland**  
*Trustee*



**Keith Morgan**  
*EDI Lead*



**Emma Neillie**  
*Treasurer & Chair of  
Finance Subcommittee*



**Sophie Newton**  
*Chair of HR  
Subcommittee*

## Remuneration:

The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses for travel, childcare and meals can be claimed.

## Safeguarding:

All trustees require an **Enhanced level DBS check** to be completed when you join the Board and every three years that you remain involved with the charity. We ask that all trustees be willing to comply with our policies and procedures relating to safeguarding, confidentiality and data protection.

## Support for Trustees:

We have an **induction process** that includes NSPCC and/or NCVO training on charity governance responsibilities and safeguarding. And we can provide additional training on GDPR and charity finance. You will observe an LMK workshop and meet team members, including the CEO, to help you understand the charity better before your first board meeting.

We can support you to grow into the role of trustee by for example, meeting with you in advance of board meetings to talk through the agenda and board papers together. And we always welcome ideas about how our meetings can become easier, more creative and more inclusive e.g. in terms

of how and when we run our meetings, what communication technologies we can adopt etc.

We want all our Trustees to engage with and contribute to LMK's work, but we hope that we will contribute to your **personal development** too. If there are projects or areas of work you are keen to be more involved in, we are always open to new ideas and feedback about the way we work. Once a year, we conduct a review of board performance (an anonymous survey) and the Chair holds review meetings with each Board member to check that they have been able to contribute in meetings, use their skills and feel that LMK is contributing to each Trustee's self-development.



# LMK's impact to date

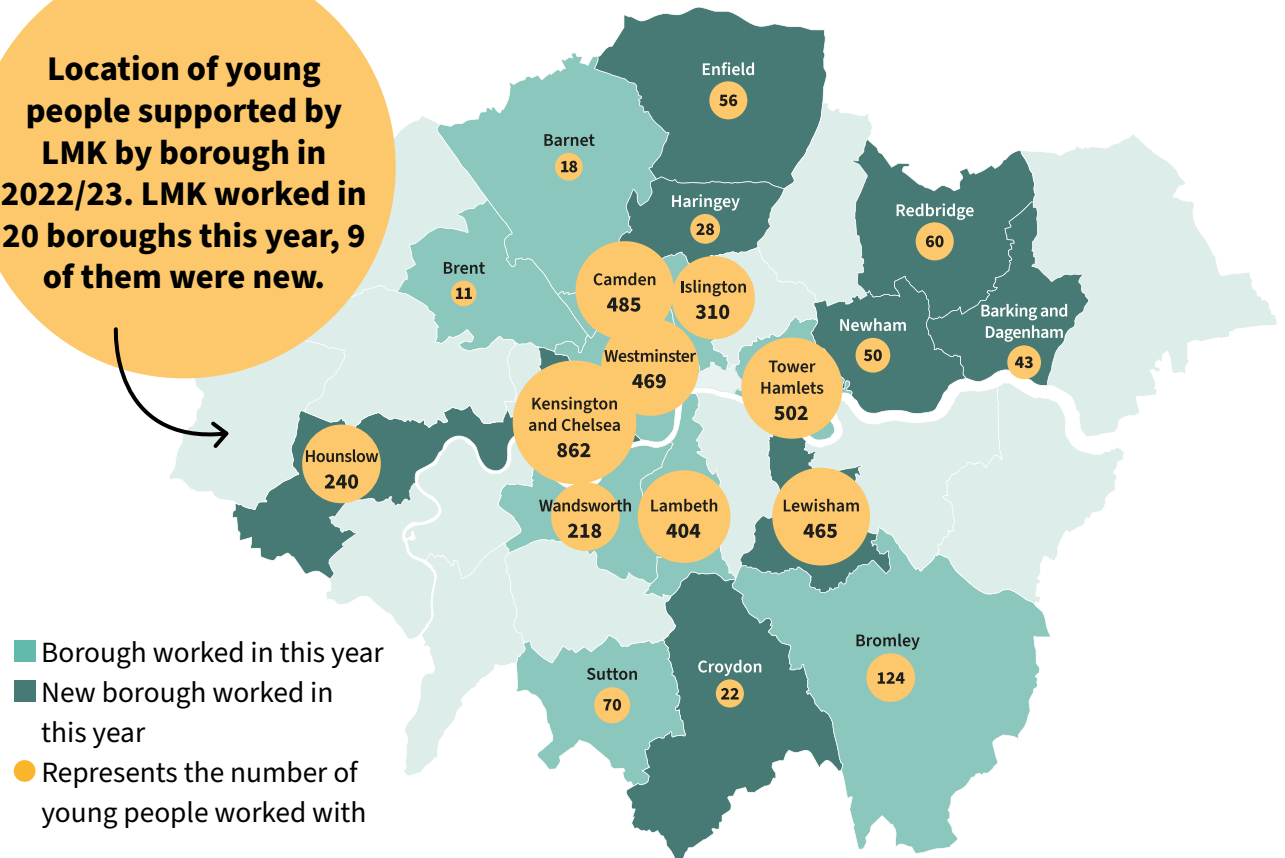
Now in its fourth year, LMK has already worked with almost **10,000 young people** in **22 London boroughs**, making a real difference to the safety, mental health and happiness of young people. Our aim is to ensure as many young people as possible receive this life-saving education. With this in mind, we plan to be a **pan-London organisation**, operating in all 32 London boroughs, by 2025.

A Trustee role at LMK is an exceptional opportunity to be part of this journey, ensuring we're in great shape to grow sustainably and in a way that maximises the benefits we bring to young people in London.

Since LMK began, we have worked with:



**Location of young people supported by LMK by borough in 2022/23. LMK worked in 20 boroughs this year, 9 of them were new.**



**Two thirds of young people** who attended an LMK workshop told us we had changed their understanding of healthy and unhealthy relationships



**84% of young people** who attended an LMK workshop knew how to seek help for themselves or a friend in an abusive relationship

# To apply

If you would like to apply for the role of LMK Trustee, please send us an **email or record your message as a voice note or video**. Send it to our team coordinator, Clare: [clare@justletmeknow.org](mailto:clare@justletmeknow.org) **by 5pm on 8th January 2024**. In your application, please tell us:

- Why you are interested in joining LMK.
- What role you are applying for Vice Chair, Chair of Safeguarding Subcommittee or Trustee (Generalist).
- What knowledge, skills and experience you have gained in your life that could benefit LMK.
- Why you feel you could make a difference to LMK.
- You can also attach your CV or other supporting material if you think it could help your application.

LMK strives to create a fair and healthy environment where all our colleagues feel valued and able to be their authentic selves at work. We understand that our people have commitments and personal interests outside of LMK and so we create a **flexible working environment**, in which people can perform at their best.

LMK values the differences that a **diverse workforce** brings and is committed to inclusivity. We welcome applicants of any race, ethnicity, colour, religion, gender, age, sexuality or any other protected characteristic.

We can make **reasonable adjustments** throughout the application process and on the job. Please let us know, by contacting us separately, if you need any adjustments or changes to be made during the recruitment process because of a disability or long-term health condition

By submitting an application to LMK, you agree to the terms of our [Privacy Policy](#) and for LMK to use your personal data for the purposes of processing your job application.

## Timetable:

We will aim to keep to the timetable outlined below so that we can have new trustees on board by the start of 2024. Interview will be conducted via Zoom. If you need additional support with this, then please let us know how we can help to make this process accessible for you.

### Closing date:

5pm on 8<sup>th</sup> January 2024

### Preliminary interviews:

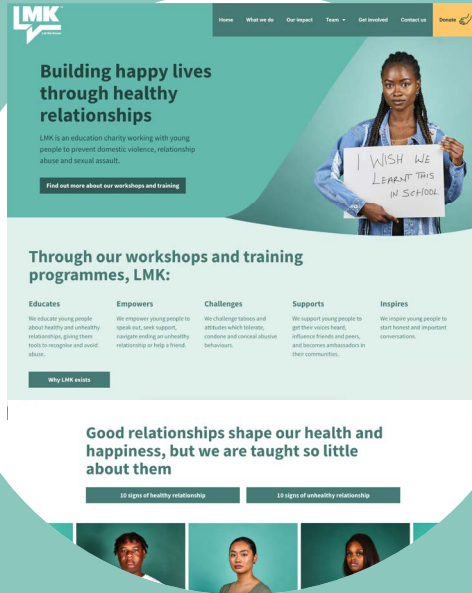
w/c 22<sup>nd</sup> January 2024 with Kirsten Westlake (Chair), Sophie Newton (Chair of the HR Subcommittee), Shelly Khaled (Programme Manager) and TBC (Member of LMK's Youth Advisory Board.)

### Final interviews:

w/c 29<sup>th</sup> January 2024 with Kirsten Westlake (Chair), Deirdre Kehoe (CEO) and TBC.



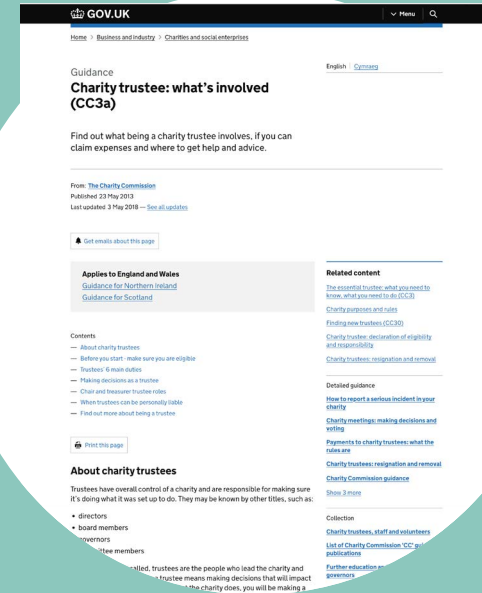
# Further reading



[Visit our website](#)



[Read our latest Annual Report](#)




[Read about what the Charity Commissions requirements are for trustees](#)



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