

# Trustee and Ambassador Recruitment Pack

– December 2022



## **Content**

|   |    |
|---|----|
| 1. An Introduction to Teesside Airport Foundation | 03 |
| 2. Our aim and why it matters                     | 04 |
| 3. Funding and Ambitions                          | 05 |
| 4. Diversity and Inclusion                        | 05 |
| 5. Partners                                       | 05 |
| 6. Governance and Leadership                      | 06 |
| 7. Role Descriptions                              | 07 |
| 8. Person Specifications                          | 08 |
| 9. Appointment process and how to apply           | 09 |

## **An introduction to Teesside Airport Foundation**

Thank you for your interest in becoming a Trustee or an Ambassador of the Teesside Airport Foundation.

The Foundation is a new fundraising charity (charity registration number 1198886) which exists to support the residents of the local authority areas of Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland, and Stockton-on-Tees to achieve their ambitions in education and employment and assists in the regeneration of our area.

Our aim at Teesside Airport Foundation is to ensure every resident of our region reaches their potential and goes on to find a successful and rewarding career right here in the Tees Valley, in the knowledge this is a great place to live and work.

This region has a proud history of leading the world in innovation and industry and we have huge ambitions for the future. Many exciting developments are taking place across our five boroughs. From the planned Southside logistics and manufacturing park at the airport itself to Teesworks, the UK's largest industrial zone centred on sectors of tomorrow including clean energy, offshore and advanced manufacturing, we are a region on the up. That is without mentioning our job-creating, valuable small and medium-sized businesses, ground-breaking research and development organisations and excellent education and training institutions.

We want to support our local people to grab hold of these opportunities by making sure they have the access to the education and skills they need to be a success and put the Tees Valley back into the pole position once again.

A new board of trustees was formed in December 2021 and is responsible for developing an ambitious new strategy for the next five years, which sets out how our deep commitment to advancing the achievements of our local people will be achieved. We have secured a long-term commitment from Teesside International Airport to support the work of the Foundation and to provide resources for us to succeed.

The board is now recruiting additional members to supplement its skills and we are also looking for ambassadors who are, senior supporters of the Foundation and who can support the trustees to ensure the Foundation reaches its potential.

We are looking for trustees and ambassadors who can take us forward on this journey together.

You can find out more about everything we do at <https://www.TeessideInternational.com/foundation>

## **Our Aim and Why it Matters**

### *Our Aim*

Our aim is to ensure every resident of this region achieves their potential. We are here to support education, employment, and skills and to promote all that is positive about the Tees Valley and its people.

We want families to know that their children don't need to leave the area to achieve their potential: they can succeed right here. We want to celebrate and nurture our innovators and foster their creative spirit. While we are proud of our past, we are looking to the future.

We know that success encourages success. This is about a helping hand to success, not a hand-out.

We want those we've supported to go on to shout about their achievements, inspire the next generation and promote our fantastic area to the world. By acting as ambassadors for the Tees Valley, they can generate even more excitement and investment, unlocking even more prosperity.

It is amazing what we can do when we all provide a little help to each other.

### *Why it matters*

Everyone deserves a chance to reach their potential. The success of this region depends upon each and every one of us having the opportunity to develop the skills they need to succeed. People need to know they can do anything they put their minds to here, with all the support they need to achieve their goals.

The Government acknowledges that there is a need for "levelling up" and that not all areas of the country enjoy equal economic prosperity. From our steelworkers building the Sydney Harbour Bridge to being the birthplace of the modern railway, ours is a region that revolutionised the world and we want this innovative and industrious spirit to thrive again. Raising aspirations and providing targeted support creates a real change for real individuals. This is not about big strategies; this is about people and helping them get the support they need to succeed.

## **Funding and Ambitions**

We, of course, have a close relationship with Teesside International Airport Limited. They will provide us with office and administrative support and have indicated that they will also make an annual donation to support our running costs so that 100% of the money we collect in donations will be used to promote our charitable objectives.

We also hold a minority shareholding in the Airport's Holding company, Goosepool 2019 Limited. When the Airport returns to profitability, dividend returns can further support our charitable objectives, but we also recognise that we have to rely on other sources of funding to make a difference.

We will be looking for the support of the passengers who use the airport and the businesses, airlines and tour operators associated with Teesside International. Our success also depends upon getting regular donations from the public and it is only by working together that we can achieve great things for the people of this region.

We will also be approaching local authorities, regional businesses, and donors as well as other trusts and foundations, seeking donations to support our work.

We believe success breeds success and that seeing other people succeed can raise the aspirations and ambitions of others. We want to use the Airport to showcase regional successes to local and international visitors as they travel to and from our region. We have secured the Airport's long-term support and we hope for the support of its passengers and its businesses.

Our new trustee board is currently in the process of setting the Foundation's long-term strategy, designing its case for support, and defining its charitable fundraising activities. Diversifying our funding to ensure our future sustainability and to meet our strategic ambitions is to be a key strategic priority. In addition to fundraising from passengers, we will need to explore support from trusts, foundations, and the private sector.

Our trustees and ambassadors will play an important role in guiding and supporting the continued development of a broad funding base.

## **Diversity and Inclusion**

The Foundation fully supports the principle of diversity and inclusion throughout and condemns all forms of unlawful or unfair discrimination in employment and against any third parties.

We are committed to equality and fairness in all employment practices, policies and procedures and will not discriminate on the grounds of personal characteristics, perceived characteristics or any association with a person who holds certain characteristics.

We are committed to providing a work environment that is free of harassment and bullying and that everyone is treated with dignity and respect.

In recruiting, the charity will seek to ensure equality of opportunity and treatment of all persons.

To help us achieve our goal of a diverse and inclusive workplace, our charity equality aims are:

- To fully utilise the talents and resources of all its representatives and advocates.

- To ensure that its employment policies and practices provide fair treatment for all representatives and advocates.
- To continuously develop the workforce to meet the future challenges of the business.
- To bring about a fair representation of all sections of the population at all levels of the business.
- To enable individuals to fulfil their potential by progressing as far as their abilities allow.
- To value the contribution of all representatives in order to harness their commitment to the charity's objectives.

### **Partners**

Partnerships are vital to us and because of this we are committed to being very open and transparent about the work we do and the individuals we support. We want the money which you donate to have a maximum impact and visibly demonstrate what the residents of this region can achieve when given a little support.

### **Governance and Leadership**

#### **Trustees**

As a new charity it will be up to the trustee board to design and implement key governance arrangements. One of the successful applicants will become the chair designate. We anticipate that the trustees may choose to appoint a deputy chair and may give individual trustees special responsibilities. It will be up to the trustees to decide if the charity will seek a Patron, President and Vice President, Ambassadors and Sponsors.

The trustees share collective responsibility for the effective governance and development of Teesside Airport Foundation, setting our strategic direction in accordance with our mission, aims and values.

It is anticipated that the Board will initially meet monthly, with this moving to quarterly as the Foundation becomes more established. There will also be an annual Away Day. We also anticipate having occasional short briefing meetings to enable our trustees to share their insight as well as stay informed on Teesside Airport Foundation developments. Regular attendance at board meetings is important.

The trustee board will also have to decide on the committee structure to support the board. It is anticipated that the board may form a Finance, Risk & Audit Committee and a Fundraising Committee and there may also be other advisory committees made up of board members and possibly supported by co-opted or committee members.

Trustees will receive a comprehensive induction and there will be an annual review of board effectiveness. The term of office for trustees will be three years with the potential to extend for up to a further three years. Trustee roles are not paid but we are able to reimburse reasonable expenses.

## Ambassadors

The Foundation is lucky to have secured the support of two high profile regional ambassadors already. Our ambassadors support the trustees and champion the work of the Foundation in the local community and wider region. These are high level and important ambassadorial roles and in particular will support the Foundation and raise awareness, seeking out donations and promoting fund raising activities. Ambassadors will be asked to attend events and may be asked to undertake promotional and speaking engagements. The appointment of an ambassador (including the length of service) will be determined by the trustee board. It is vital that ambassadors have strong personal reputations and the credibility to be advocates in this region.

Ambassadors themselves do not play a role in the leadership or management of the Foundation but will have a close relationship with the board and may be asked for advice and counsel from time to time.

The main differences in the role of trustee and ambassador are identified in the table below:

|   | <b>Ambassadors</b> | <b>Trustees</b> |
|---|--------------------|-----------------|
| <i>Legally runs the Charity</i>                                       | X                  | ✓               |
| <i>Carries legal liabilities</i>                                      | X                  | ✓               |
| <i>Ability to bind the Charity or give Grants</i>                     | X                  | ✓               |
| <i>Advocating on behalf of the Charity</i>                            | ✓                  | ✓               |
| <i>Senior Role representing the Charity internally and externally</i> | ✓                  | ✓               |
| <i>Invited to events</i>  | ✓                  | ✓               |
| <i>Requesting donations</i>   | ✓                  | ✓               |
| <i>Volunteer at Fundraising Events</i>                                | ✓                  | ✓               |

## **Role Description - Trustee**

The main responsibilities of a trustee are:

- To contribute meaningfully to the strategic development of Teesside Airport Foundation as an ambitious, highly successful organisation committed to achieving our charitable objectives.
- To consider the organisation as a whole and its beneficiaries, in all discussion of strategic direction, planning and activity.
- To engage positively and collaboratively in Board discussions bringing fresh ideas and new perspectives and recognising the importance of diversity of opinion and views.
- To question intelligently, debate and challenge constructively and thoughtfully, and determine outcomes fairly.
- To act with integrity, objectivity, and honesty, and promote openness and trust.
- To represent Teesside Airport Foundation at key events and meetings.
- To understand and enrich the partnership working, which is so integral to Teesside Airport Foundation's success, building strong relationships with our stakeholders.
- To review and make decisions on the approval of grant applications, and acceptance of donations where board approval is required.

## **Role Description - Ambassador**

The main responsibilities of an ambassador are:

- To engage positively and collaboratively with people and businesses in Tees Valley to promote the Foundation and to support its fundraising efforts.
- To act with integrity, objectivity, and honesty, and promote openness and trust.
- To represent Teesside Airport Foundation at key events and meetings.
- To understand and enrich the partnership working, which is so integral to Teesside Airport Foundation's success, building strong relationships with our stakeholders.

## **Person Specification**

### *All Trustees and Ambassadors*

Our trustees and ambassadors will be enthusiastic and committed individuals with a clear passion about our region and its regeneration and potential, with an understanding of how to support people to achieve their potential through access to education, employment, and additional skills, boosting confidence. In short, to have an authentic commitment to our mission and aims.

We wish to engage with individuals from a wide range of backgrounds and are committed to ensure improved representation and engagement across different diversity considerations reflecting our

diversity aims as an organisation and for our Board, including gender, geography, ethnicity, disability and across our wide range of stakeholders.

### **For our Trustees**

All our trustees will be able to demonstrate the same depth of passion for our region and our charitable objectives. The trustee board are particularly keen to engage with individuals who can bring experience and insight from one or more of these areas, which complement the skills already on the board:

- Legal
- Charity funding strategy, donor development
- Working with volunteers and raising money at events

### **For Ambassadors**

Ambassadors will bring some of the following:

- Strong personal reputation in the Tees Valley
- Strong networks and a willingness to use those networks to support the Foundations' fundraising activities
- Strong communication skills and a willingness to act as advocate and ambassador for the Foundation
- Willingness and ability to attend events including fund raising events
- Willingness to share ideas for advancement of the Foundation with trustees as requested
- Willingness to contribute to individual and corporate donation and fundraising strategy

### **For Trustees and Ambassadors**

#### *Other Knowledge, Skills, and Personal Attributes*

In addition, each trustee and ambassador will bring some or all of the following:

- Excellent strategic skills, the ability to think creatively and offer a fresh perspective.
- Great relationship-building skills and the ability to be a compelling ambassador for Teesside Airport Foundation.
- Experience of working with a wide range of partners.
- A great team player.
- Impartiality, high levels of integrity and sound judgement.
- An understanding of the particular challenges and opportunities for a small organisation with regional reach and profile.
- A demonstrable understanding of the role of the non-executive and a clear grasp of the support and constructive challenge elements of the role.

All candidates will be asked to confirm they are eligible to be a trustee. Candidates may be asked to complete a DBS check or complete other security vetting to gain access to airport premises.

**These Roles are not open to:**

- Serving employees, officers, directors, or members of
  - Teesside International Airport Limited
  - Tees Valley Combined Authority, South Tees Development Corporation, or any of their Subsidiary Companies (the TVCA Group)
  - Any of the constituent Local Authorities of TVCA
  
- A serving MP or Local Authority Councillor

**Appointment process and how to apply**

The posts are being advertised and promoted by the trustees of the Teesside Airport Foundation. Administration of the process is being supported by Tees Valley Combined Authority.

Candidates should submit a CV (including comprehensive details of key achievements and responsibilities) along with a covering letter which fully addresses the competencies outlined in the role description and person specification.

When submitting your application, we will ask you to consent to your details being held and used by TVCA in connection with the administration of the recruitment process and this information being passed to the trustees to conduct the selection process.

Completed applications should be submitted at [foundation@teessideinternational.com](mailto:foundation@teessideinternational.com) The closing date for applications is midnight on Monday 16<sup>th</sup> January 2023.

**Outline timetable**

The shortlist of candidates will be selected in the week commencing 16<sup>th</sup> January 2023. Shortlisted candidates will be invited to attend the formal interview with a panel of at least 2 Trustees.

**Data Protection**

As the Foundation is in its initial set up phase, personal data provided pursuant to this application, is being submitted to a mailbox operated by members of both the Tees Valley Combined Authority (TVCA) and Teesside International Airport (TIA) teams as appropriate and held in accordance with the TVCA data protection policies and procedures.

As soon as the Foundation has finalised the implementation of its own systems and data protection policies and procedures then your personal data submitted as part of this application/expression of interest process will be transferred to the Foundation and then processed by it in accordance with its data protection policies and procedures.

By submitting your application, you consent to this processing and acknowledge and agree to the associated data sharing and data transfer.

Protecting your personal data is of the utmost importance to us and we take this responsibility very seriously. Any information obtained by TVCA, TIA or the Foundation is held and processed in accordance with the relevant data protection legislation. The data you provide us with is securely stored on our computerised database and transferred to our clients for the purposes of presenting you as a candidate and/or considering your suitability for a role you have registered interest in. At the completion of the process, if you are not offered a position, your information will not be retained.

As defined under the General Data Protection Regulation (GDPR) TVCA is a Data Controller and a Data Processor, and our legal basis for processing your personal data is 'consent'. You have the right to object to us processing your data in this way. For more information about this, your rights, and our approach to Data Protection and Privacy, please visit our website at [Data Protection - Tees Valley Combined Authority \(teesvalley-ca.gov.uk\)](https://www.teesvalley-ca.gov.uk)

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**Teesside Airport Foundation.** A company limited in England and Wales with company number 13281287 Registered Office: Teesside Airport Business Suite, Teesside International Airport, Darlington, DL2 1NJ

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