



Role Description – Trustee with oversight of Equality, Diversity and Inclusion

In addition to the role description of a general trustee (provided below), the EDI trustee will:

- Oversee the development and implementation of Oxfordshire Breastfeeding Support's Equality, Diversity and Inclusion (EDI) strategy.
- Work with the facilitator team and staff/contractors with specific responsibilities for EDI work to implement the strategy, drive cultural change, and ensure services are reflective of current and future or potential service user needs, and are inclusive for service users from all backgrounds, especially under-represented groups.
- Ensure OBS services are shaped by data, qualitative feedback and assessment of service user needs.
- Chair the EDI working group meetings (made up of service user volunteers with specific knowledge or experience of protected or under-represented characteristics), ensuring actions are completed in a timely manner.
- Contribute to funding bids and grant applications as required.
- Help the facilitators to develop opportunities for volunteers and peer supporters from under-represented backgrounds, who are essential in delivering OBS support.

Essential Skills/experience

- Lived experience, or clear commitment to understanding of the lived experience, of minority, disadvantaged or protected characteristic groups
- Self-motivated
- Commitment to anti-racism and social justice

Desirable Skills/experience

- Experience in developing an organisational culture committed to and respectful of equality, diversity and inclusion

- Trustee or governance experience
- Experience with Google Suite (Drive, Docs etc)

Background

Since becoming an independent CIO, OBS has focused on understanding more about how we serve the Oxfordshire community and whether people with various protected characteristics, and groups who tend to have low breastfeeding rates, are supported appropriately. Through close analysis of data and understanding of national social and demographic trends we have identified that service users with disabilities are not attending current OBS services in significant numbers and this is a key priority for us. The ethnic background of our service users mirrors the ethnic background of local pregnant women fairly well, but given that pregnant women from ethnic minority backgrounds are more likely to breastfeed in the UK, it is likely that this is another significant gap in our service. Given the experiences of general and healthcare-associated racism that black and brown women experience, with poorer outcomes of pregnancy and higher infant mortality, it is a high priority for OBS to focus on this area. Our strategy plan has outlined that first we will seek to understand more about the breastfeeding support needs of black and brown women in Oxfordshire - for example are many people well supported with breastfeeding outside of OBS due to strong inter-generational breastfeeding culture? Once we understand more about the stakeholders and gaps we can plan subsequent actions.

OBS has already made some progress towards becoming more inclusive and self-reflective. We have a service user EDI working group and have put in place various supportive tools such as Language Line interpretation (including BSL via video) and Otter.ai for transcription/captioning (in process). Currently one of our facilitators has a small number of hours allocated to focus on EDI work and we plan to expand funded time for EDI in the future. In the past year we have targeted our social media presence towards for example Black Breastfeeding Week and Disability Awareness Month and increased the visual representation of many groups in OBS materials. Our recent strategy plan includes short and long term actions to increase the representation of groups with protected characteristics within our volunteers and facilitators. Our most recent EDI demographic report is available on request.

Role Description – Trustee (General)

Trustees are the people responsible under the governing document of Oxfordshire Breastfeeding Support (OBS) for managing the affairs of the charity.

The role of a trustee is:

- to ensure that OBS complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that OBS pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that OBS applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment or contract procedures for, and respect the roles of, facilitators/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the charity are carried out
- to safeguard the good name and values of OBS
- to maintain effective board performance and ensure the effective and efficient administration of OBS including funding, insurance and premises
- to act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of OBS in mind.

Practical expectations

Trustees meetings take place 4-6 times per year. Meeting dates will be provided at least 2 months in advance and trustees are expected to attend. Virtual attendance is facilitated. Meetings are likely to last 2-3 hours, usually in the evening. The term of office is three years. A trustee can retire early by giving notice in writing.

Supporting documents will be circulated with a target of at least two weeks before meeting dates. Trustees are expected to read these documents and think critically about them in preparation for the trustee meeting. Preparation time is likely to be 1-2 hours per meeting.

Each trustee is expected to have responsibility for an area of working, for example:

- Chair
- Deputy Chair
- Secretary
- Treasurer
- Facilitators & Volunteers
- Impact
- Equality, Diversity and Inclusion
- Fundraising
- Governance

Trustees will be expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meeting related time outlined above).

Support provided

Travel expenses are not provided, due to the size of the charity and potential for remote attendance at meetings.

Reasonable costs can be covered for relevant, cost-efficient trustee training.

Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement.