



## THE JADE SPEAKS UP EDUCATIONAL TRUST

*Putting child wellbeing at the heart of learning*

### **Our Mission**

The Trust's aim is to create a safe nation with safe children in safe families. We believe in keeping children's wellbeing at the heart of learning. Two core beliefs of the Trust are that:

- All children deserve a safe childhood.
- Children are very vulnerable when adults are stressed or angry.

Integral to our mission is Article 36 of the United Nations Convention on the Rights of the Child which states: Children should be protected from any activities that could harm their development.

### **Our Purpose**

The purpose of the Trust is to provide the following:

- a. Produce long-term social change through promoting, modelling and teaching positive attitudes, skills and behaviours.
- b. Develop, roll-out and manage programmes throughout New Zealand and internationally which allow the learning of transferrable safety skills.
- c. Engage with communities, individuals and agencies to model and develop healthy and safe relationships.
- d. Increase resilience of those who find themselves exposed to frightening situations. This may be achieved through any, or all of (but is not limited to) the following: school programmes, parent education, training workshops, developing resources, providing support for teachers, parents and social agencies.

### **Our History**

The Jade Speaks Up programme existed as a project of Violence Free Communities (Formerly Violence Free Waitakere) some ten years before our Trust was established. The Logos Youth Workers first delivered the programme in 2014 across a few inner-city Auckland schools.



Between 2016 and 2020 a major research pilot across New Zealand was funded by ACC under the kaitiakitanga of Violence Free Communities. 104 teachers delivered the programme to 3,277 students in 18 schools from Auckland to Southland. Some schools now repeat the programme every year, without funding, because of the programme's positive impact on students and families.

Covid-19 lockdowns in Auckland were difficult for Violence Free Communities, leading to them finally winding up in 2021. Consequently, the Jade Speaks Up Educational Trust was established in October 2020 to become the kaitiakitanga of the programme. We have since developed a second programme, You Good? You Good!, which stands alongside the Jade Speaks Up programme to unpack anxiety and is also targeted towards Years 5-8 students.



### **Position Description: Kaitiaki-Trustee**

The *Jade Speaks Up Educational Trust* is a charitable trust providing schools and communities with processes and resources to support children who experience anxiety, abuse and violence understand and articulate what is happening and seek appropriate help.

**ROLE:** Collectively, the Kaitiaki-Trustees provide effective governance of the Trust. This includes compliance with all legal and regulatory requirements.

#### **TIME COMMITMENT**

Board meetings are conducted online, currently held each month for 1.5 hours. Additional mahi outside of the board hui requires another 12 - 30 hours per year.

**COMPENSATION:** this is a voluntary position, please refer to the JSU Trust Deed for further information.

**TERM:** Trustees are appointed for a term of three years. Please refer to the JSU Trust Deed for information about renewal of term.

**RESPONSIBLE TO:** The Board chair and other kaitiaki-trustees and indirectly to those NZ entities that determine the legal and financial requirements of charitable trusts

**FUNCTIONAL RELATIONSHIPS:** Between Board meetings kaitiaki-trustees are responsible to the Board chair. If agreed and Board members are involved in any operational mahi, they are accountable to the Executive Director.



## RESPONSIBILITIES:

1. **Positive organisation culture** - Uphold the cultural, moral and social responsibility of *Jade Speaks Up Educational Trust* in all aspects of the trust role including board decision-making. Participate actively and harmoniously, respecting and valuing the contributions of other trustees and contributing to effective teamwork
2. Contribute to **board hui** so they are run regularly, are efficient, effective and productive.
  - a. Prepare appropriately for them. Regularly attend board meetings and prepare appropriately for them.
  - b. Participate in the Board's deliberations and decision making.
  - c. Participate in Board sub-committees as appropriate.
  - d. Seek information and be fully informed on the affairs of *Jade Speaks Up Educational Trust* at a governance level.
3. **Relationships.** Utilise relevant relationships for the benefit of trust. When necessary represent the trust to key stakeholders including donors, partners and the wider public.
4. **Planning.** Participate in the planning and monitoring cycles. Core plans are the strategic, the annual/operational and an annual work plan for the board. At times sub plans will be required for specific projects.
5. **Compliance.** Support the trust to comply with all relevant legal, regulatory and governance requirements.
6. **Risk Management.** Support effective risk management procedures. The board will identify its main risks across strategic, operational, regulatory, processes, legal, reputation. Identify the likelihood and impact of the risk, monitor, manage and mitigate these risks.
7. **Employment of the Executive Director.**
  - a. Contribute to a robust appointment process that is agreed by the Board.
  - b. Be clear about the differences between an individual employee agreement and that of an independent contractor agreement.
  - c. Ensure salaries are benchmarked with similar roles in NZ
8. **Communication** between the organisation and the board.
  - a. The chair is the board's principal interface with the Executive Director
  - b. The chair conveys material information to all board members between hui.
9. **Board performance.** The chair will ensure the board reflects on and monitors its performance at least every 18 months. Recommendations to strengthen governance are discussed and decisions are made with respect to implementing changes and undertaking training.



10. **Environmental Scan.** The chair together with the board and kaimahi will regularly scan the social, cultural, economic and political environment beyond *Jade Speaks Up* and discuss how these impact on *Jade Speaks Up Educational Trust*. Reflect on the experiences inside and outside of *Jade Speaks Up Educational Trust* in order to position the organisation. .
11. **Policies.** Contribute to the development, review, implementation and monitoring of governance policies.
12. Any other duties as determined by the Board

### **SKILLS, EXPERIENCE AND QUALIFICATIONS**

Experience, qualifications in governance and/or senior leadership in an NGO.

Experience in the NGO sector, preferably with knowledge of nonprofit management and operations.

Financial literacy and understanding of nonprofit financial management.

Strong communication and interpersonal skills.

Experience in strategic planning and risk management.

Ability to work collaboratively with stakeholders.

