



# Join TransActual's board of directors

TransActual are looking for directors to join our board on a voluntary basis.

This pack contains information about our organisation and our ways of working. We definitely don't expect you to commit all this information to memory or to fully understand everything that is set out here - much of it will only be made real through experience. However, we are looking for people who feel intrigued and excited by the possibility of becoming part of our organisation. Your questions and ideas are very welcome throughout the process.

We've decided to expand the size of our board of directors in order to make it more representative of the communities we serve and so that there are more people to support the work of our growing organisation. In particular, we're keen to receive applications from Black trans people and Trans People of Colour.

TransActual are seeking a treasurer in addition to other directors whose specific role(s) will depend on their skills, knowledge and experience. We're looking for reliable people who are able to think strategically and contribute ideas for the ongoing development of our non-profit organisation. As a trans led and run organisation, it's essential for all of our directors to have an in-depth understanding of trans people's lived experiences.

Accessibility is important to TransActual, so please be assured that we'll do what we can to meet any access needs you might have – both for the application and interview process and on an ongoing basis if you join our board.

## [About TransActual](#)

TransActual is a trans run Community Interest Company that works with and for the UK's trans communities.

We are working to improve:

1. Trans people's experiences of healthcare.
2. Legal recognition & protections for trans people.



### 3. The media's representation of trans people.

TransActual currently has a board of 5 directors, all of whom are trans (including non-binary). A range of genders, ages, (dis)abilities, ethnic heritages, sexual and romantic orientations and faiths are represented on our board.

In addition to our board of directors, TransActual is fortunate enough to have a team of volunteers who commit their free time to creating change for the trans community.

At TransActual, we are committed to ensuring our work is anti-racist and that an intersectional approach is embedded in all that we do. We make sure that People of Colour, people of all genders (and non), and disabled people are actively involved in planning our work and making decisions. As an organisation, we commit to ongoing community engagement work to ensure that we hear as many trans people's voices as possible. Read our equality and diversity policy at <https://www.transactual.org.uk/policies/equality-diversity>

[Find out how to apply](#)

[More info about the director role](#)

[More info about the treasurer role](#)



# Apply for a role

## Application Process

Complete the application form, save it with your initials in the title, and submit it via e-mail to [info@transactual.org.uk](mailto:info@transactual.org.uk). There is no need to send a covering letter or CV, the information we ask for on the application form will be enough.

If you require the application form in another format, please e-mail [info@transactual.org.uk](mailto:info@transactual.org.uk).

## The application form

We hope to make appointments that reflect a diversity of backgrounds and lived experiences, to promote a rich range of perspectives within the group of trustees. We therefore encourage applicants to include other experiences and skills that could be equally important as those listed in the person specification.

On the application form we ask you for two references. Any invitation to join the board will be conditional on satisfactory references from both named individuals/organisations on your application. We won't contact your named reference providers before interview. Your references could come from an employer, another organisation that you've been involved in, or from anyone able to comment on your suitability for the role. We can't accept references from members of your immediate family or from your husband, wife or partner(s). If you're not sure whether the person you plan to name as a reference provider is suitable, ask us by emailing [info@transactual.org.uk](mailto:info@transactual.org.uk).

We'll also ask you to fill in an equalities monitoring form. Your answers are kept strictly confidential at all times and we will not identify individuals. The equalities data we collect helps us to identify any disproportionate outcomes for applicants and to target our positive actions that will address them.

## Interviews

Interviews will be one hour long and will take place via Zoom. If we decide to invite you to interview, we will e-mail you with a choice of interview dates



and times and to ask if there's anything we can do to make sure the interview is accessible to you (for example, providing closed captions). If your application hasn't been successful, we will e-mail you to let you know.

**For further information about the role or the application process, e-mail [info@transactual.org.uk](mailto:info@transactual.org.uk).**



# Role of Director

## Key information

**Role:** Director

**Position type:** voluntary

**Time commitment:** 6 hours a month (more if taking on tasks listed under 'optional activities')

**Location:** online

## Duties and responsibilities: director

### Required

- Attend and contribute to the monthly board meeting.
- Attend and contribute to the annual directors' away day.
- Review and sign off :
  - organisational policies;
  - financial transactions and financial reports;
  - public statements and publications; and
  - any other documents that require board sign off.
- Support and contribute to organisational strategy development.
- Follow TransActual's code of conduct and organisational policies.
- Uphold the organisational ethos, particularly with regard to:
  - our responsibilities relating to safeguarding and data protection;
  - our commitment to an authentic intersectional approach, which emphasises race, gender and disability equity; and
  - our commitment to working with and for the UK's trans communities.
- Complete the training required for your role, including race equity training, accessibility training, safeguarding adults training, and GDPR training.
- Take shared responsibility for ensuring that TransActual continues to operate in line with its Articles of Association and in accordance with UK law.
- Raise concerns about any risks to the organisation or to the lives of trans people in the UK.



## Optional

- Support and contribute to the development and implementation of TransActual's fundraising strategy, including supporting with funding bids.
- Take responsibility for developing and implementing TransActual's social media strategy, including reviewing engagement metrics and managing a small team of volunteers.
- Write organisational policies and develop processes.
- Support and contribute to staff recruitment.
- Identify and lead on new projects or initiatives that will help make progress towards our strategic aims. This may involve some project management and managing a small team of volunteers.
- Speaking engagements and workshop facilitation.
- Media appearances and interviews.
- Write public statements on behalf of TransActual.
- Represent TransActual at meetings and with stakeholders.

Please note: we would not expect one individual to take on the entire list of optional activities.

## Person specification: director

### Essential

- UK based.
- A strong commitment to improving life for trans people in the UK.
- Able to commit at least 6 hours a month.
- A secure understanding of the lived experiences of UK based trans and/or non-binary people.
- A secure understanding of the social and political landscape in the UK as it related to trans and/or non-binary people.
- An understanding of and commitment to an authentic [intersectional](#) approach and a commitment to keeping [equity](#) at the heart of your work.
- An understanding of [neurodivergence](#) and how people's communication styles and needs may vary.



- A commitment to following good practice in relation to [safeguarding](#) children and vulnerable adults.
- A commitment to collaborative working within and beyond the trans and LGBTQ+ sector.
- Able to communicate confidently and effectively by e-mail.
- Confident using MS Office or equivalent applications, in particular MS Word, MS Excel and MS PowerPoint.
- Comfortable communicating using videoconferencing software (such as Zoom).
- Able to work strategically and contribute to organisational strategies.
- Able to raise critiques and concerns in a constructive manner.

### Desirable, but essential you're willing to learn

- A sound working knowledge of [GDPR](#).
- An understanding of the principles of safeguarding children and vulnerable adults.
- An understanding of the key principles of strategy development.
- An understanding of race equity and anti-racism, gender equity, and disability equity and accessibility.
- An understanding of the law as it relates to Community Interest Companies.

### Desirable but not essential

- Current or previous experience as a legal professional.
- Experience of applying for funding for non-profit organisations.
- Experience and understanding of writing organisational policies.
- A secure understanding of different methods of digital communication, including social media platforms, social media scheduling tools, online forms and newsletter tools.
- An understanding of how metrics can be used to measure engagement with digital communications.
- Experience of line managing volunteers.



- Experience of staff recruitment activities (for example sitting on an interview panel or shortlisting applications).
- Experience of chairing meetings.
- Confident to reach out to and liaise with a wide range of [stakeholders](#) – including community members, staff at other non-profit organisations, and professionals outside the sector.
- Previous experience of strategy development.
- A confident public speaker and workshop facilitator.
- Previous experience with the media (such as newspaper interviews).

Please note: we do not expect one person to meet all of the points under the 'desirable but not essential' heading.





# Role of Treasurer

## Key information

**Role:** Treasurer

**Position type:** voluntary

**Time commitment:** 10 hours a month (more if taking on tasks listed under 'optional activities')

**Location:** online

## Duties and responsibilities: treasurer

### Required

- Attend and contribute to the monthly board meeting.
- Attend and contribute to the annual directors' away day.
- Prepare monthly financial reports for the board.
- Raise, send and track invoices for TransActual's work.
- Process invoices from contractors and suppliers, and raise payment.
- Support and contribute to the development and implementation of TransActual's fundraising strategy, including supporting with funding bids.
- Alert the board to any financial risks or concerns.
- Produce TransActual's end of year financial report and submit it to Companies House.
- Liaise with TransActual's accountant to ensure that TransActual remains legally compliant, to manage payroll and to produce the end of year financial report.
- Manage TransActual's bank accounts.
- Review and sign off:
  - organisational policies;
  - financial transactions;
  - public statements and publications; and
  - any other documents that require board sign off.
- Support and contribute to organisational strategy development.
- Follow TransActual's code of conduct and organisational policies.
- Uphold the organisational ethos, particularly with regard to:
  - our responsibilities relating to safeguarding and data protection;



- our commitment to an authentic intersectional approach, which emphasises race, gender and disability equity; and
- our commitment to working with and for the UK's trans communities.
- Complete the training required for your role, including race equity training, accessibility training, safeguarding adults training, and GDPR training.
- Take shared responsibility for ensuring that TransActual continues to operate in line with its Articles of Association and in accordance with UK law.
- Raise concerns about any risks to the organisation or to the lives of trans people in the UK.

## Optional

- Take responsibility for developing and implementing TransActual's social media strategy, including reviewing engagement metrics and managing a small team of volunteers.
- Write organisational policies and develop processes.
- Support and contribute to staff recruitment.
- Identify and lead on new projects or initiatives that will help make progress towards our strategic aims. This may involve some project management and managing a small team of volunteers.
- Speaking engagements and workshop facilitation.
- Media appearances and interviews.
- Write public statements on behalf of TransActual.
- Represent TransActual at meetings and with stakeholders.

Please note: we would not expect one individual to take on the entire list of optional activities.



## Person specification: Treasurer

### Essential

- UK based.
- A strong commitment to improving life for trans people in the UK.
- Able to commit at least 10 hours a month.
- A secure understanding of the lived experiences of UK based trans and/or non- binary people.
- Able to work accurately with numbers.
- A secure understanding of organisational budget management.
- A secure understanding of the requirements to produce annual financial reports and the ability to produce these for TransActual.
- A secure understanding of bookkeeping practices and online accounting.
- Confident using internet banking.
- Ability to make salary payments by an appropriate date each month.
- A secure understanding of the social and political landscape in the UK as it relates to trans and/or non-binary people.
- Able to join meetings via Zoom.
- An understanding of and commitment to an authentic [intersectional](#) approach and a commitment to keeping [equity](#) at the heart of your work.
- An understanding of [neurodivergence](#) and how people's communication styles and needs may vary.
- A commitment to following good practice in relation to [safeguarding](#) children and vulnerable adults.
- A commitment to collaborative working within and beyond the trans and LGBTQ+ sector.
- Able to communicate confidently and effectively by e-mail.
- Confident using MS Office or equivalent applications, in particular MS Word, MS Excel and MS PowerPoint.
- Comfortable communicating using videoconferencing software (such as Zoom).
- Able to work strategically and contribute to organisational strategies.
- Trustworthy and reliable.



- Organised and able to meet deadlines.
- Good attention to detail.
- Able to work independently and use your initiative.
- Able to raise critiques and concerns in a constructive manner.

### Desirable, but essential you're willing to learn

- Confident using QuickBooks for invoicing and book-keeping.
- Ability to work collaboratively with an accountant.
- A sound working knowledge of [GDPR](#).
- An understanding of the principles of safeguarding children and vulnerable adults.
- An understanding of the key principles of strategy development.
- An understanding of race equity and anti-racism, gender equity, and disability equity and accessibility.
- An understanding of the law as it relates to Community Interest Companies.
- An understanding of tax law and VAT.

### Desirable but not essential

- Experience of producing annual accounts for an organisation.
- Experience of book keeping for an organisation.
- Experience of managing an organisation's budget.
- Experience of applying for funding for non-profit organisations.
- Experience and understanding of writing organisational policies.
- Current or previous experience as a legal professional.
- Experience of applying for funding for non-profit organisations.
- Experience and understanding of writing organisational policies.
- A secure understanding of different methods of digital communication, including social media platforms, social media scheduling tools, online forms and newsletter tools.
- An understanding of how metrics can be used to measure engagement with digital communications.
- Experience of line managing volunteers.



- Experience of staff recruitment activities (for example sitting on an interview panel or shortlisting applications).
- Experience of chairing meetings.
- Confident to reach out to and liaise with a wide range of [stakeholders](#) – including community members, staff at other non-profit organisations, and professionals outside the sector.
- Previous experience of strategy development.
- A confident public speaker and workshop facilitator.
- Previous experience with the media (such as newspaper interviews).

Please note: we do not expect one person to meet all of the points under the 'desirable but not essential' heading.