



## Digital Transformation Lead Trustee

**ACT International trains people to treat children suffering from psychological trauma in their communities. We need a Trustee with expertise to help us transform the way we work, update our processes and leverage technology to deliver our global mission.**

### 1. INTRODUCTION

**The following may seem like a huge span of responsibility, but please bear in mind that we are an extremely small charity run entirely by volunteers with an income of £20,000 in 20/21.**

In addition to playing a full role as trustee for our overall governance, we need you to advise the Board and support the development of our work as we transform the way we work and move our training increasingly online. Together we have to ensure that ACT International maintains safe, secure and GDPR-compliant records systems and an up to date digital profile. We need help to oversee the management of ACT International's office systems, in line with good practice and in accordance with the Trust Deed/Governing Document and all legal requirements. We also need someone to monitor and update the website provide regular analytical reports to Trustee Meetings on activity and effectiveness.

Trustee meetings are held quarterly in various locations around London and the South East, and Trustees attend at least three per annum. Recently, meetings have also been held via Zoom.

### 2. ABOUT ACT INTERNATIONAL

Millions of children have lives shattered by conflict, violence and natural disasters. Many will go on to develop psychological trauma, forced to re-live the worst moments of their lives again and again and again. It makes a normal life impossible, and there is only very limited specialist help for the majority of them. Without help, today's damaged children may become tomorrow's damaged adults, creating fragile families and communities trapped into a cycle of suffering.

Action for Child Trauma (ACT) International (formerly Luna Children's Charity) provides communities with the tools and training needed to treat children suffering from the symptoms of psychological trauma. We focus on local people and NGO staff, giving them the skills to provide child-led, culturally appropriate but evidence-based treatment, and to train others to do so. Our programmes change children's lives, giving them and their families a fresh start for a brighter future. Over the past ten years since our foundation as Luna Children's Charity, we have transformed the lives of thousands of children in 17 countries across the world. Many of them have been refugees fleeing conflict and disaster. Others may have been former child soldiers, victims of genocide, war, abuse, accidents and disasters.

Our projects focus on trauma and anxiety training programmes and we specialise in teaching 'Children's Accelerated Trauma Technique' (CATT). Through our 'special projects' we also train and support people working to develop trauma-based services in isolated or challenging places. Most of the people we work with have limited resources and live in communities coping with the consequences of war and violence. Our cascade model, training local people to help children in their communities, means our work is cost effective and sustainable.

### **3. RECRUITMENT PROCESS**

ACT International is seeking to recruit a trustee with technological expertise who can support the development of the charity by enhancing our digital profile, maintaining our systems and supporting trainers who as a consequence of the pandemic are working increasingly online. The new Trustee will also understand and share the values, aims and aspirations of the charity, and take corporate responsibility with other Trustees for its strategic direction and overall governance. It is ACT International's practice for existing Trustees to discuss and confirm appointment of new trustees after they have attended at least two Trustee meetings and received two satisfactory references. It is helpful if applicants also attend one training session or talk by a trauma specialist to ensure that they understand the nature of childhood trauma and ACT International's specialist training model.

### **4. ROLE DESCRIPTION & KEY SKILLS**

#### **4.1 Overall purpose**

In addition to playing a full role as trustee, the DT Trustee will ensure that ACT International maintains safe, secure and GDPR-compliant records systems and an up to date digital profile. He/she will oversee the management of ACT International's office systems, in line with good practice and in accordance with the Trust Deed/Governing Document and all legal requirements. He/she will monitor and update the website provide regular analytical reports to Trustee Meetings on activity and effectiveness.

All Trustees are jointly and severally responsible, and therefore liable, for the good governance and administration of the Charity.

## **4.2 Location & facilities**

Trustee meetings will be held quarterly in various locations around London and the South East, which the Treasurer Trustee will be expected to attend at least three per annum, without reimbursement of expenses. Recently, meetings have also been held via Zoom. All Trustees must have access to a telephone, personal computer, internet and e-mail.

## **4.3 Remuneration**

None – trustees are unpaid and cannot benefit in any way from their connection with ACT International. However, reasonable office expenses in connection with the role will be payable. Travel, accommodation and other reasonable expenses will also be reimbursed if any Trustee is required to travel abroad on behalf of ACT International.

## **5. TASKS & RESPONSIBILITIES**

### **5.1 Specific to DT role**

1. To monitor and maintain the website and report regularly to Trustees with analytics
2. To take overall responsibility for setting up and maintaining a secure shared record-keeping system and for GDPR compliance (NB personal data is held primarily in the form of training records but the vast majority relate to non-EU citizens)
3. To provide support and advice on technological aspects of training projects
4. To provide advice and support to ACT International Trustees and volunteers on their personal technological problems relating to the work of the charity

### **5.2 In common with all Trustees**

5. To ensure that ACT International pursues its aims as defined in the Trust Deed/Governing Document.
6. To attend and contribute actively to Trustee Meetings by giving firm strategic direction and scrutiny of activity
7. To safeguard the good name and values of ACT International.
8. To apply any specific skills, knowledge or experience to sound decision-making on behalf of ACT International.
9. Optional: to travel overseas to represent ACT International in order to assess training partners and monitor the quality of training provided.

**This role description was first approved by ACT International Trustees on 8th June 2021 and updated in September 2021.**