

The Civil Liberties Trust



**TRUSTEE
RECRUITMENT
PACK**



INTRODUCTION

Thank you for taking the time to consider applying for the role of Trustee of the Civil Liberties Trust.

The Civil Liberties Trust is a registered charity with income of around £2.5m per year, that works to promote human rights and civil liberties through research, policy work, litigation, education, and advice. It is independent of Liberty but works in parallel.

The Trust does not employ staff but pursues its objectives by funding charitable human rights work. Most of the Trust's direct charitable expenditure is represented by grants to Liberty. The most recent set of financial statements can be found [here](#).

All board roles are voluntary, and the board currently comprises of [11 members](#).

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THE ROLE

Key duties will include supporting the chair in the

- Oversee the delivery of the organisation's charitable aims and objectives.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Approve annual budgets, multi-year budget projections and monitor progress against them (to ensure that the charity is managing cash flow and reserves prudently) and approve the reserves policy. Review and approve the charity's financial statements.
- Ensure the effective and efficient administration of the organisation, delegating matters to key management personnel as required and ensuring that the charity has the resources it needs to achieve its aims.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Keep abreast of changes in organisation's operating environment.
- Use independent judgment, acting legally and in good faith to promote and protect the charity's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the Civil Liberties Trust's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Attend Board meetings, adequately prepared to contribute to discussions. Contribute to regular reviews of the charity's own governance.



ABOUT YOU

Following a recent skills audit we are particularly interested in hearing from people who have the following skills, knowledge, experience or connections:

- Experience of grant making/and or the grant making sector
- Health and Safety as it relates to landlords/freeholders
- Experience of property management and law.
- Networks of relevant stakeholders in philanthropy.
- Governance experience within the not-for-profit sector

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ABOUT YOU

Ideally you will:

- Be passionate about human rights and civil liberties in the UK.
- Well networked with established relationships across the Human Rights sector and/or funding sector.
- Willing to devote the necessary time and effort to the duties.
- Have excellent communication skills.
- Have integrity, strategic vision, good judgment, and decision-making skills.
- Work well as part of a team and enjoys collaborating with others.
- Understand the legal responsibilities and liabilities of a trustee, and have had previous trustee experience or equivalent governance or decision-making experience.
- Have a strong understanding of the difference between operational and board level decisions.
- Have a commitment to continual improvement and a desire to support other trustees.



ADDITIONAL INFORMATION

Time Commitment

Three board meetings per annum, two of which are online and one is in-person in London, plus subcommittee attendance (where applicable) 3-4 times per year.

Terms of appointment

An offer of appointment will be made once all candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including reference and DBS checks. Terms of appointment are usually 3 years and are renewable.

Conflict of Interest

All candidates will be asked to disclose any actual, potential, or perceived conflict of interest, and these will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict.



ADDITIONAL INFORMATION

Commitment to equality, diversity & inclusion

The Civil Liberties Trust is committed to equal opportunities policies. We encourage applications from all backgrounds to work with us and are particularly interested in hearing from people from underrepresented groups and all socio-economic sections of society. The Civil Liberties Trust is deeply committed to inclusive working practices, so during the application process we commit to:

- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you would like them.
- Providing this document in a Word document format readily available to download.
- Offering a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.
- Reimbursing all travel costs to in-person meetings and reimbursing authorised expenditure promptly.

HOW TO APPLY

**The closing date for applications is:
5pm on Friday 10 July 2026.**

Interviews will be online and will be schedule for shortlisted applicants at a mutually convenient time.

If you are interested in applying and would like to talk to someone about the role, please contact Jen Beardsley at jenb@libertyhumanrights.org.uk who will be able to arrange an informal discussion.

To apply please send a detailed CV setting out your career history, with responsibilities and achievements.

Please also include a covering letter (maximum two sides) highlighting your suitability for the role and how you meet the specification. Please note that the covering letter is important and will be assessed as part of your full application. Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent. You should also let us know if you wish to be considered under the guaranteed first interview scheme for disabled applicants. **Please complete the [diversity monitoring form](#) and include it along with your application.** Your data will be stored separately from your application and will at no time be connected to you or your application. You should send your application to jenb@libertyhumanrights.org.uk

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