



July 2022

mySociety Trustee and Non-Executive Director

Recruitment Pack



Can you lend your expertise to a truly unique organisation?

We currently have several vacancies available on the boards of mySociety and our wholly owned subsidiary SocietyWorks — providing exciting possibilities for the right people. Might you be one of them?

There is no other organisation quite like mySociety. Being a member of our board means you'll be part of conversations and decision-making processes that are never boring — and might just change the world.

About mySociety

mySociety has a mission to repower democracy through the provision of technology, research and data that is used by individuals, journalists, and civil society in more than 40 countries around the world.

Established in 2003, we are a not for profit group operating across the areas of Transparency, Community, Democracy and Climate.

Thanks to our longevity, reliability and concerted community-building, we're widely recognised as a pioneer in the use of online technologies to help citizens take their first

steps towards greater civic participation, connecting people and organisations at scale. In the UK, we run a number of popular civic services including [FixMyStreet](#), [WhatDoTheyKnow](#), [WriteToThem](#), [TheyWorkForYou](#), and [CAPE](#), the Climate Action Plan Explorer. We also carry out sector-leading research.



How we work

Our Theory of Change sees us working to connect with other organisations in our areas of operation, to maximise the benefits for both sides, drawing upon each of our strengths to create digital tools and services that are greater than the sum of their parts.

mySociety services help citizens to improve their neighbourhoods and engage with local government, contributing to resilient and flourishing community life; and support meaningful participation in local and national democracy, supporting new models for direct citizen participation in democratic decision-making. More recently, we've been applying our experience and skills to the climate emergency, with specific focus on offering practical, meaningful support and challenge to local government in their endeavours to reduce carbon emissions.

In the UK our democratic and civic services and programmes serve over 11 million people each year. In addition we support groups around the world to establish and make a success of their own, similar sites. Our software and expertise powers Freedom of

Information services in 25 countries around the world, supporting the work of journalists and campaigners to increase accountability and transparency.

mySociety helped kickstart the Civic Technology sector more than 15 years ago, helping to drive its growth and expansion internationally. Our research team aims to establish how, whether and when Civic Technology can make a difference, and share these learnings widely with civil society and governments and we bring the sector together through our [TICTeC research conferences](#).

Our charitable work is made possible by major grants from funders including Quadrature Climate Foundation and The National Lottery Community Fund.

About SocietyWorks

Through our wholly owned subsidiary SocietyWorks, we deliver expertise to local government and the public sector by developing digital services that help active citizens support flourishing communities — simply, responsibly and cost effectively.

Profits generated by SocietyWorks are reinvested back into the charity as unrestricted funds where they help support the technology, research and data that is used by individual citizens, journalists, and civil society across the world, openly and for free.

SocietyWorks is trusted by local government, public sector and NGO clients in the UK and abroad to deliver commercial products, such as [FixMyStreet Pro](#), [WasteWorks](#) and [FOIWorks](#), along with commercial access to our data services and custom development work and consultancy.

The small, experienced SocietyWorks team works collaboratively with council and public sector clients to provide outstanding and transparent digital services for citizens. Through user groups and regular research into user needs, we propagate knowledge-sharing and endeavour to create a community of connected public authorities providing an accessible, consistent and citizen-centred digital experience for the public realm.

CURRENT VACANCIES

Trustees, mySociety

(4 vacancies)

As a trustee, you'll help us engage with fascinating and challenging opportunities for expanding the scope of our impact, in responsible and equitable ways. You will also be able to apply your experience towards the growth and development of a unique charity. If those are goals that motivate you in the way they motivate our staff and volunteers, we would love to hear from you.

What trustees do

mySociety trustees feed into decisions about our priorities, approve and help set budgets and strategy, and represent the organisation amongst their peers and the wider communities of people and organisations within our fields.

Trustee commitments

- You'll be required to attend quarterly board meetings. These are often held virtually, but we are beginning to return to some in-person meetings, and these take place in London. If access to these could present a problem, we will always accommodate remote participation.
- We'll expect you to handle the emails, actions and documents that come out of meetings — this is a commitment of a few hours each month at most.
- Occasionally, unfolding events may require your input as they arise, with varying degrees of urgency. For example, legal threats and queries being referred to the board for comment will ideally be processed within a timeframe that prevents lengthy hold-ups for staff.
- You'll be welcome to join us at our annual retreat, and events such as TICTeC (The Impacts of Civic Technology Conference) — again, these are beginning to return to an in-person format after having shifted online during the pandemic, but we are committed to continuing to provide remote access alongside all 'real life' activities.

Your expertise

We are currently looking for trustees who can bring one or more of the following:

- A strong MARKETING OR FUNDRAISING background, to help us raise our profile and deliver our fundraising objectives.
- Experience of COMMUNITY ORGANISING, able to advise on how best to work with a diverse range of smaller community groups who have not traditionally been mobilised.
- Familiarity with the DEMOCRACY SECTOR, to help connect us to our peers and develop strategic partnerships.
- Insight into DIGITAL INNOVATION, to help us stay current with technology and product and service design practice.

Trustees are required to ensure that the charity is well-run, solvent, operating within the law, and making the right strategic decisions. Information from the Charity Commission on trustees' legal responsibilities can be found here:

[gov.uk/guidance/charity-trustee-whats-involved](https://www.gov.uk/guidance/charity-trustee-whats-involved).

As a charity that handles personal data and Freedom of Information requests, we are also regulated by the [Information Commissioner's Office](#) (ICO). Ultimately, Trustees are responsible for ensuring the organisation is compliant with current Data Protection law. Systems and processes are in place within the organisation to ensure that responsibilities under this law are met.

We are interested in appointing Trustees from a range of diverse occupational and personal backgrounds.

Trustee roles are voluntary and therefore unpaid, but reasonable expenses will of course be covered.

Ready to apply? Please find more details about the application process at the end of this document.

Treasurer, mySociety

1 Vacancy

We are seeking a Treasurer to join the board of the charity mySociety.

What the treasurer does

As Treasurer, you'll bring financial expertise to the table, playing a particular part in overseeing the finances of the organisation.

Treasurer commitments

- You'll be required to attend quarterly board meetings. These are often held virtually, but we are beginning to return to some in-person meetings, and these take place in London. If access to these could present a problem, we will always accommodate remote participation.
- We'll expect you to handle the emails, actions and documents that come out of meetings — this is a commitment of a few hours each month at most.
- You'll be welcome to join us at our annual retreat, and events such as TICTeC (The Impacts of Civic Technology Conference) — again, these are beginning to return to an in-person format after having shifted online during the pandemic, but we are committed to continuing to provide remote access alongside all 'real life' activities.

Your expertise

As a Treasurer, you should ideally be a qualified accountant with strong experience of charity accounting, able to give sound advice to mySociety's staff on everything to do with accounting and money.

We are interested in appointing people from a range of diverse occupational and personal backgrounds.

The Treasurer role is voluntary and therefore unpaid, but reasonable expenses will of course be covered.

Ready to apply? Please find more details about the application process at the end of this document.

Non-Executive Director, SocietyWorks

(2 vacancies)

We are recruiting for two new Non-Executive Directors to join the board of SocietyWorks, the commercial subsidiary of mySociety.

As a Director, you'll help to steer the growth of an innovative and respected public sector service business, and you'll be able to apply your extensive experience towards the creation of commercial services that deliver the most impact possible for citizens and their local communities in the UK and abroad.

What NEDs do

- You will help ensure that the company is well-run, solvent, operates within the law, and makes the best possible strategic decisions.
- You will approve and advise on the commercial subsidiary's strategy and products, with the aim of delivering well used and impactful services whilst maximising revenues for the ultimate benefit of the charity.

NED commitments

- You'll be required to attend quarterly board meetings. These are often held virtually, but we are beginning to return to some in-person meetings, and these take place in London. If access to these could present a problem, we will always accommodate remote participation.
- You'll be welcome to join us at our annual retreat, and events such as TICTeC (The Impacts of Civic Technology Conference) — again, these are beginning to return to an in-person format after having transitioned to online during the pandemic, but we are committed to providing remote access alongside all 'real life' activities.
- As a Director, we encourage you to act as an ambassador for our initiatives, using your influence to advocate for SocietyWorks through your own network and activities where possible and appropriate. Some examples of simple ways you can do this include:

- facilitating introductions between SocietyWorks and any relevant parties within your network;
- sharing our blog posts within your network where appropriate;
- guest writing posts for our blog and external publications if you feel comfortable doing so (we can provide support from our Marketing team);
- following us on social media (LinkedIn, Twitter and Facebook);
- liking or commenting on our social media posts;
- sharing our social media posts (especially on LinkedIn, but Twitter and Facebook too if you feel comfortable);
- providing a quote or testimonial if appropriate when approached by our Sales and Marketing team.

Your expertise

We are currently looking for Non-Executive Directors who have either:

- A strong experience in DIGITAL SALES — particularly if your experience includes selling to government. You may have experience of working with the charitable or not for profit sector, but this is not essential.
- A Director with a strong background of working with COUNCILS OR LOCAL PUBLIC SERVICES. You may have experience of working with the public sector, charitable or not for profit sectors and must have a passion for our goals and experience of pursuing them.

We are interested in appointing Directors from a range of diverse occupational and personal backgrounds.

NED roles are voluntary and therefore unpaid, but reasonable expenses will of course be covered.

Are you and mySociety made for one another?

We can't pretend these are the right roles for everyone; but we suspect that if you've read this far, you'll already know whether mySociety sounds like the sort of organisation you'd be keen to join.

Here's everything we know about the kind of person that will fit in well with us, and the [existing board members](#).

You'll:

- be an advocate for democracy, care deeply about the climate emergency, understand the vital importance of transparency, or see the possibilities in community;
- understand a little about the potential of data, digital technologies and research in our areas of operation, even if you don't have direct experience with them;
- bring a mix of professional capabilities and personal experience that are relevant to one or more strands of mySociety's work;
- be confident in contributing to — and critiquing — our strategy;
- be able to help identify useful connections and facilitate introductions;
- have sound advice for mySociety's staff on topics related to your field of expertise;
- be willing to put in a little time learning about [the organisation's history](#) and [culture](#);
- have a practical mindset that can be applied to mySociety's ongoing conversations, as well as at board meetings;
- understand, adhere to and help progress our [EDI policy](#) and our [Environment policy](#).

And importantly...

- We want to bring trustees and NEDs on board from a range of diverse cultural and socio-economic backgrounds. Our tools are used by multiple, intersecting demographics, and the composition of our board of trustees who set the strategic direction of our organisation should reflect this reality.
- You do not need to have been a trustee or NED previously in order to be considered, as long as you have a passion for our work.
- Even if you do not fulfil every requirement outlined above, we'd encourage you to apply for this role – we are committed to nurturing and aiding the development of our board members.
- If there are any barriers to either participating in the recruitment process or delivering aspects of the role itself, which you feel might exclude you from applying, then please contact us. We are keen that our processes are inclusive and that we do not miss out on great candidates.

How to apply

To apply for any of the positions outlined above, please email jobs@mysociety.org by 8 August 2022, including:

1. A brief description of yourself; what are your strengths? What would your colleagues/friends say about you? What experiences could you bring?
2. Answers to the following questions:
 - Why do you want to be a trustee of mySociety/NED of SocietyWorks?
 - What values and issues matter most to you?

If you are successful, we will ask you for the contact details of two people we can ask for a reference.

We welcome informal conversations about the role prior to the closing date, if you're unsure about applying or have any other questions. To arrange this, please contact jobs@mysociety.org.

Next steps

There will be two panel interviews via video call as part of the selection process.

These will take place in August. Please indicate in your application if there are any dates in August on which you are not available, so that we can take this into account when arranging interviews.

Onboarding

As a new arrival, you'll be given the opportunity to meet the other trustees and start the onboarding process prior to your first board meeting. Your induction will be tailored to your needs in collaboration with you, as we recognise that everyone will come with different experience and skills.

Where successful candidates have not previously served as a Director, we will provide training on the responsibilities of a trustees, as well as a “board buddy” who can provide mentoring and support.

