



RECRUITMENT PACK

Board Member (Voluntary)

**Finance ideally with experience
of Project Accounting or
Management Accounting**

Are you looking for a way to give back to the community and use your experience and skills to support a charity?

If you have a passion to tackle youth homelessness and, support young people to be independent and see the next generation thrive, 1625 Independent People would love to hear from you. We are looking for a forward-thinking individual to support our charity and become a Board Member.

Who we are:

We are a leading youth homelessness charity based in the South West, working with over 1,500 young people. At 1625ip we are driven by Social Justice and Passion: we strive to do something that matters and take pride in seeing the results of our work in social outcomes and improving young people's lives.

We are striving to better represent the young people we support and therefore are particularly keen to increase applications from candidates from ethnic minorities as they are currently under-represented in our organisation. We also encourage applications from people with relevant lived experience.

If you need an adjustment to be made to any part of the recruitment process, please let us know as soon as possible.

In 2023 we are:

- Investing in the wellbeing of our colleagues and volunteers recognising the vital role that they play in young people's lives.
- Improving our properties and maximising the support we can provide young people based on our Psychologically Informed Environment framework.
- Developing a strategy to improve young people's space, community use and working environment, through the launch of our National Lottery Heritage Project.
- Increasing the way, we can work in a more agile and digital way but preserving very important relationship work with young people.
- Developing ways to support young people manage the cost-of-living crisis.
- Creating an improved governance, central team and financial base to enable us to grow.

At 1625ip we are led by our Competency Development Framework. This connects our values to our behaviours in everything we do and gives us the tools to develop. The framework ensures our recruitment is better informed, applications and interviews are behaviourally based and role profiles are developed on the 'how' of a role.

Be one of our Board members and help us on this exciting journey.

What we are looking for

We are looking for someone with a background in finance and ideally experience of project and/or management accounting to strengthen the Board and work alongside the Treasurer. 2023 sets to be a challenging year with the current cost-of-living crisis

March 2023

and we are looking for someone to expand our governance skills in finance. Your robust and thorough approach will help 1625ip have maximum impact and build resilience.

What you'll be doing

As a Board Member, you will use your skills, knowledge and experience to work collaboratively with the organisation's Executive team to achieve the highest standards of operational performance throughout 1625ip. You will have the opportunity to be involved in the exciting new National Lottery Heritage Project, combining your experience whilst collaborating with other Board Members, colleagues and young people.

You will be supported on your Board Member journey by a full induction programme and the opportunity to have a Board Buddy to help settle into your new role.

There are 6 Board meetings a year, potentially 2-4 additional committee meetings a year, an away day and several events with young people who use our services. The young people events are optional but are very informative and fun.

1625ip Values: the heart of who we are

At 1625IP we are driven by **Social Justice** and **Passion**: We strive to do something that matters and see the results of our work in social outcomes. We show pride in our work to improve young people's lives and deliver the best service we can.

We are guided by our values of:

- **Ownership** – We take responsibility for and are accountable for our role and its delivery. We do not wait to be asked or told but identify what needs to be done. We embrace accountability for seeing our work through to fruition.
- **Empathy** – We see another's perspective or circumstance whether we agree with this person or not. We approach things in a person-centred way.
- **Integrity** – We uphold the values of honesty and sincerity while remaining fair and ethical in even the most difficult situations. We treat our colleagues, partners and young people with fairness, honesty and respect. We lead by example and do what we say we will do.
- **Humility** – We value openness and curiosity to learn from others. We are open to personal change and continual growth. We learn from both successes and mistakes in equal measure.
- **Equity** – We recognise that everyone has a different but equal worth and that everyone deserves the right to be supported to reach their potential. We welcome Equality Diversity Inclusion and to create an equitable environment for all colleagues, partners and young people.

Our Vision, Mission and Objectives

We believe in a world where all young people have a safe place to live and trusted adults around them. We believe these young people deserve to access opportunities and our role in this sector is to try to stop these young people from becoming homeless in the first place but if it is too late for that, then our role is to keep them safe and support them into independence. Our vision, mission and objectives give us direction and set out our purpose. These are aligned with our values; they reflect where we want to be and how we get there.

1625ip Vision

"A world where all young people have a safe place and trusted adults to turn to and can access the opportunities they need."

1625ip Mission

"To prevent homelessness, keep young people safe and support them to be the best they can be."

1625ip Objectives

We aim to achieve our mission by working towards the following objectives over the next 5 years:

- We will improve agile / digital working that provides great access for YP and a highly effective / efficient organisation
- We will maintain and improve our high quality of support to young people
- We will improve the quality of accommodation that we offer young people based on our psychologically informed environment framework
- We will invest in colleagues and volunteers to make sure that we provide the best support to them in their roles
- We will grow the services that we deliver
We will strengthen our governance, central team and financial base to enable us to grow and manage risk effectively
- We will become a 'go to' voice regionally and nationally on the needs of and support for young homeless people and care leavers

Board Member Opportunity (Voluntary) – Finance ideally with experience of Project Accounting or Management Accounting

Important dates

- Application deadline closes: 23:59, Tuesday 18 April 2023.
- If you have not heard from us by the end of the day on Friday 21 April 2023, please assume that your application has been unsuccessful on this occasion.
- Interviews are on Thursday 04 May 2023.

Application information

- To access the Information Pack and submit an application, please visit the vacancy page on our website
- You will be asked to answer 2 questions at the end of the Word application form. These are required to ensure your application can be shortlisted.
- **Please note the online e-application form cannot be saved so we recommend you prepare your Word application form before you start filling in the e-form.**
- Please get in touch with us if a hard copy of the application form would be preferred. We will organise a time for you to collect it from and return it to Kingsley Hall (our main office in Old Market). An online application will then be created for you.
- Decisions on applications are made at Board level with the CEO making recommendations beforehand.

Contact us

- If you would like an informal chat about the role, please contact Nick Hooper (Board Chair) on 07593642147 or Mel Anson (People Committee Chair) on 07773401061.
- If you have any queries, please email <mailto:jobs@1625ip.co.uk>

Equal opportunities for everyone

We believe those with a criminal record should have an equal chance to become employees or volunteers and encourage applications.

As an organisation who safeguard and promote the safety and welfare of children, young people and adults at risk, any job offer will depend on a satisfactory DBS (Disclosure and Barring Service) check. We comply fully with the DBS code of practice and undertake to treat all applications for positions fairly. For successful candidates with a criminal record, a risk assessment process will take place with the recruiting manager.

We also pride ourselves on being an equal opportunities employer for everyone regardless of age, disability, gender identity, race, religion and beliefs, sex and sexual orientation.

Please see our [Policies](#) section on the website, for further information.

Collective governance and compliance responsibilities:

As a member of the Board of Trustees, a Board Member of 1625 Independent People is responsible for:

- Ensuring that business is conducted lawfully in accordance with the Articles of Association, and in accordance with best practice, specifically exercising duties of:
 - care
 - safeguarding the organisation's property
 - acting in the best interests of beneficiaries
 - avoidance of conflicts of interest
 - acting collectively
 - not benefitting financially
- Ensuring the organisation pursues its objects as defined in its governing document and its objectives as defined in its current Strategy.
- Understanding and consistently undertaking your specific responsibilities written into the governing document.
- Maintaining the democratic processes and accountability associated with Board membership.
- Ensuring the organisation uses its resources exclusively in pursuance of its objects.
- Fully participating in Board activity to ensure:
 - That the organisation's financial obligations are met at all times and that all financial dealings are accounted for adequately.
 - That the strategic direction of the organisation is set and monitored regularly.
 - That operational practice and performance is developed and monitored against targets, with individual performance reaching and being maintained at an excellent standard.
 - Regular review of policy and procedure, to meet legislative changes and take into account the requirements of other appropriate bodies, such as local authority commissioning teams.
 - All contracts in place are managed correctly to maximise performance and development opportunities, and that the organisation delivers services based on its contractual obligations.
 - Employment practices are legal and that the organisation issues and abides by contracts of employment.
 - That the organisation regularly reviews the effectiveness of its statement of intent on equal opportunities and anti-discriminatory practice.
 - All required insurances are in place and paid for as necessary.
 - That all premises are legally managed, safe and secure for use by colleagues, service users and visitors.
 - That the reputation and values of the organisation are safeguarded.

In the course of participating in the scrutiny and leadership of the organisation's operations, it is expected that you will openly raise concerns or queries to prevent impropriety and promote best practice, actively contributing to debate and discussion. The principal course of action about concerns in Board or Committee papers will be to raise them with relevant Director, CEO or committee in the first instance as we operate a no surprises ethos at meetings.

It is also expected that all Board Members will be committed to the purpose, objects, values and ethos of the Organisation.

Person profile:

Personal skills

- Ability to work within a team
- Ability to problem solve
- Independence of thought and judgement
- Ability to challenge effectively and appropriately
- Capable of making difficult decisions, taking account of soft and hard evidence
- Able to negotiate
- Being a good and active listener

Professional skills, knowledge and experience (some combination of the following which may change over time)

- Knowledge of charity law and governance
- Financial planning and management
- Media and PR
- Fundraising and income generation
- Commercial / business
- Marketing
- Legal
- Property and estate management
- Property development including financial modelling
- Support services for vulnerable people
- Organisational performance monitoring
- Information technology

Role responsibilities:

1. Board meetings

- i. To have a clear understanding of the importance and purpose of meetings you will be required to attend, and be committed to preparing for them adequately.
- ii. To attend Board meetings regularly – with a minimum attendance of 80% pa expected – all absences are to be notified to the Chief Executive at the earliest opportunity (an annual report on attendance will be provided to the Board).

- iii. To understand and agree that if any Board Member absents themselves from four consecutive meetings of the Board without special leave of absence, they will immediately cease to be a Board member.
- iv. To understand and agree that if a Board member sends apologies but provides comments on reports, the comments will be fed into the meeting by the Chair, however if a Board member is absent and does not provide comments, they will be deemed to have agreed with the majority decision.
- v. To attend at least one event each year that involves service users.
- vi. Where relevant to current projects, strategy development or performance review, to attend periodic meetings arranged by the appropriate member of SLT to enable input of professional expertise and to update on progress. Such meetings to be in a purely advisory capacity.

2. Decision making

- i. Where appropriate, to use your own specific skills, knowledge or experience to assist the Board to make sound business decisions, including leading on discussions, presenting papers or providing guidance on new initiatives.
- ii. To declare any conflict of interest prior to your involvement in any related decision-making process.

3. Other responsibilities

- i. To maintain confidentiality in relation to sensitive and confidential information.
- ii. To attend relevant training sessions, including the Annual General Meeting and any Board development or visioning days.
- iii. To volunteer for a proportion of tasks, ensuring that the workload of the Board is spread evenly and fairly across its membership – for example, liaison with colleague or service user groups, participation in Committees or working groups or attendance at colleague disciplinary or grievance hearings.
- iv. To represent the Organisation externally in a positive manner, always acting in the Organisation's best interests and making use of marketing opportunities where they exist.
- v. To interview, induct and buddy new Board members as required.
- vi. To provide responses to requests for information as requested and within the specified timeframe, e.g., completion of the Board skills audit, Equity, Diversity and Inclusion monitoring.
- vii. To attend an annual review of performance as an individual Board member or collectively with other Board members, and give constructive feedback on the performance of others, as required.