**TRUSTEE RECRUITMENT PACK**

**FEBUARY 2020**

**Trustee – with special responsibility for engagement with young people**

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves. We support over 4000 young people each year. We provide a range of free services including counselling, listening support/coaching, youth participation, advocacy and specialist groups, such as support for care leavers and a LGBTQ focused youth group.

We are looking for at least one new trustee to help us ensure young people’s needs and views are at the heart of how the charity operates. **This is a great opportunity to help shape our future plans and strategy so that we can improve our impact for young people in the area.**

**What we need from you**

Your role will be to:

* Use your experience and skills to help us achieve our goals and ambitions.
* Think critically and maintain confidentiality.
* Hold us to account for what we have said we will do each year.
* Act as an ambassador for the charity.
* Be available to attend around six Board meetings and one away day per year and occasionally support the charity at other events.

**Main duties:**

* Working with the Director to ensure all trustees understand the needs and views of the children and young people it serves
* Advising on the best ways of listening to and engaging with young people, parents, staff, schools/ colleges and youth organisations.

**What we are looking for:**

You should have a good understanding of the lived experience of young people be committed to making a difference in the lives of other young people. The minimum age to be a trustee is 18.

We aim to have a trustee board that reflects the local community, so we especially want to hear from people from a wide variety of backgrounds and ethnic groups and younger candidates. Experience of the community is really important to us so please get in touch if you have a personal connection with the issues facing young people today.

We will offer a full induction programme, and mentoring, for people who have the qualities and skills we are looking for. You don’t need to have experience of being a trustee; these are skills which can be developed, so don’t let a lack of experience put you off from applying.

**What’s in it for the trustee?**

Every charity has a trustee board – a group of volunteers who ensure that the organisation is carrying out the purposes for which it was set up. Trustees have ultimate responsibility for directing the affairs of the charity and ensuring that it is financially stable and well-run.

Our trustees have a range of expertise, and they’re all passionate about improving outcomes for local young people. They currently meet six times a year for two-hour evening meetings, as well as one ‘away day’.

There are a range of benefits to being on the Board of Trustees. It will support your progression, it’s a great way of networking and will give you experience that will set you apart as you apply for new roles. You’ll gain new skills and understanding along the way.

You will be joining an active and supportive team of trustees at an exciting time for a great charity. The role will be challenging at times but very rewarding and give you the chance to make a real difference to the lives of young people.

The role of trustee is voluntary so you will not be paid, but we will cover your expenses.

This position requires an enhanced DBS disclosure that we’ll carry out before appointment along with two references.

**Role Description and Person Specification: Trustee Young People Engagement**

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location Bath

Time commitment: 6 Full Board meetings per year plus additional

meetings for any sub groups

Reporting to Board of Trustees

**Role Description**

**Objective**

To make sure that the Off the Record Board is providing leadership and oversight of engagement with young people in an effective way.

**Principal responsibilities:**

* In discussion with the Director and other trustees the Trustee will oversee engagement with young people, working with the Director to ensure all trustees understand the needs and views of the children and young people it serves
* Advise on the best ways of listening to and engaging with young people, parents, staff, schools/ colleges and youth organisations.

**Main duties:**

* Advising on the development of youth engagement in relation to the organisation's strategic plan
* With the Director, presenting reports to trustees at appropriate intervals on youth engagement
* Be an ambassador for Off the Record at events and networking occasions
* Contributing to the fundraising strategy of the organisation
* Sitting on personnel panels as required.

**Trustee responsibilities:**

To be a trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a trustee is to ensure that Off the Record fulfils its duty to its beneficiaries and delivers on our vision, mission and values.

**The statutory duties of a trustee are:**

* To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
* To ensure that the organisation pursues its objectives as defined in its governing document.
* To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
* To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
* To appoint the Director and monitor his or her performance.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

* Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Off the Record**

**Person specification for Role of Trustee**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

**Experience:**

Individuals are sought who have a strong empathy with our mission. An interest in the health and wellbeing of Children and Young people as well as the motivation to make a difference to their lives combined with an understanding of our work and ambitions are particularly sought.

* Demonstrable experience of building and sustaining relationships with key partners and colleagues to achieve organisational objectives
* A proven track record of sound judgement and effective decision making
* A history of impartiality, fairness and the ability to respect confidences
* A track record of commitment to promoting equality and diversity

**Knowledge, skills and understanding:**

* Commitment to the organisation and a willingness to devote the necessary time and effort
* Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
* Willingness to be available to staff for advice and enquiries on an ad hoc basis
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Trustees and Director

**How to apply**

To apply, send a covering letter explaining why you would like to be a trustee and what you will bring to the role. Email : [philwalters@offtherecord-banes.co.uk](mailto:philwalters@offtherecord-banes.co.uk).

We’ll be shortlisting applicants as in the coming months.

If you would like to have a phone conversation before applying, please contact Phil Walters, Director of Off the Record on 07841986064.