

National Youth Agency Trustee Candidate Pack 2021



Welcome from our Chair

Dear Applicant,

Thank you for your interest in becoming a Trustee of the National Youth Agency (NYA).

The NYA is both the steward and champion for youth work and with up to 3 million vulnerable young people having increased needs exacerbated by the Covid-19 pandemic, many young people are afraid of what the future might hold. As we move forward and put young people at the heart of Covid-recovery, youth work has a crucial role to play. All young people should have access to somewhere safe to go, something fun to do with friends, to be able to learn new skills, and support from a skilled, trusted adult.

At the NYA, we believe in the power of youth work to help shape the future of young lives. We are looking for candidates like you, who are passionate about the work we do. As a trustee you'll have the opportunity to help imagine and realise a stronger and more positive future for young people. You'll be committed to our mission and values and expand the range of skills and experiences held by the Board. We particularly welcome applications from candidates who will help the Board better reflect the diversity of the youth sector.

If you believe you possess the attributes, skills, and knowledge that would benefit our development we would be keen to hear from you. We're committed to help you with your development, and the successful candidate will receive a full induction programme on all aspects of the NYA.

Join our Board today and help us to continue transforming the lives of young people through youth work.

Yours faithfully,

Barbara Bradley
Chair of Trustees
National Youth Agency



About Us

All young people deserve a productive, fulfilling future. Society needs the spark and energy of young people to make it tick, yet somehow thousands of young people feel blocked by the complex, sometimes disheartening challenges the modern world throws at them.

Youth work is the best methodology to unlock young people's potential by providing high quality support and opportunities. Skilled youth workers build relationships that support young people to explore their personal, social, and educational development. Youth work enables young people to develop their voice, influence, and place within society.

As the national body for youth work, NYA has a dual function. We are the professional, statutory, and regulatory body (PSRB) responsible for qualifications, quality standards and safeguarding for youth work and services in England. In line with our charity mission and aims, we also champion youth work through research, advocacy, campaigns, and programmes.

The pandemic saw NYA pivot our work and to work with government to provide advice, guidance, and support to the whole of the youth sector across statutory and voluntary services. This provided a vital lifeline to community organisations and vulnerable young people, for youth workers and volunteers to manage activities safely to ensure access and support where it was needed the most.

NYA continues to work closely in government to inform policies with young people, and in support of regional youth work units, local authorities, and voluntary services across communities. We lead on workforce development for qualified youth workers, volunteers, and related professions. Crucially, working with and empowering young people, including our Young Researchers Network and our Amplifi platform that promotes and supports opportunities with young people.

Our Mission

Transforming the lives of young people through the power of youth work

Our Vision

All young people can access and benefit from high quality youth work

Our Values

Togetherness | Bold | Integrity | Make a Positive Difference

Role Overview & Responsibilities

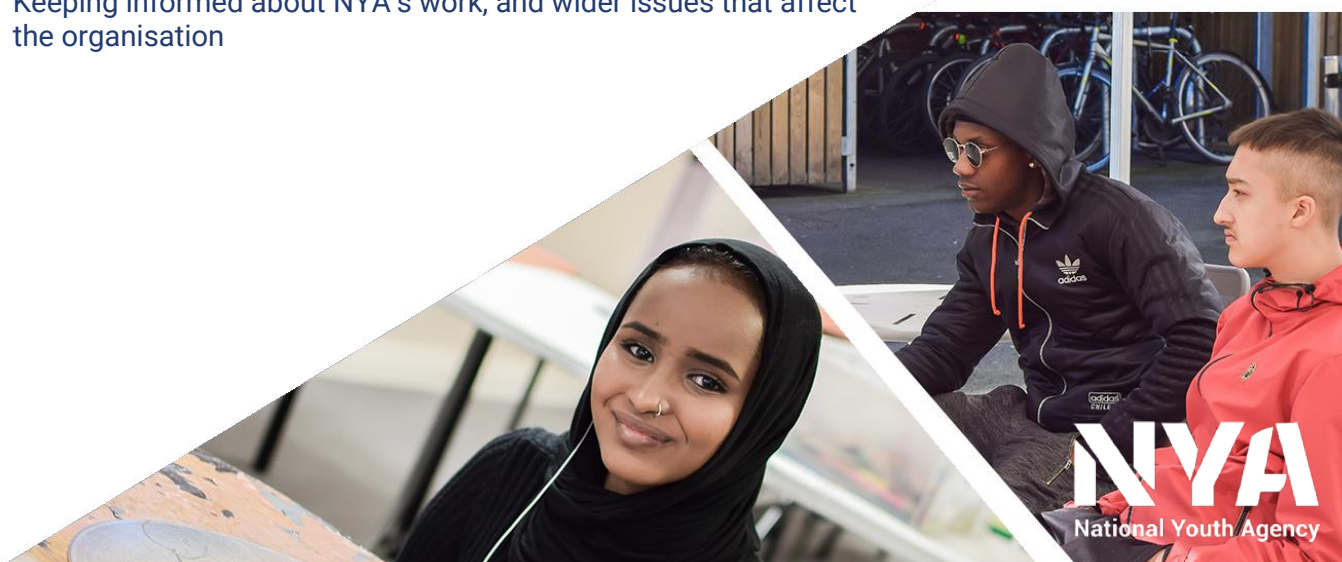
You will have a passion for NYA's mission and vision ensuring that as a trustee, you fulfil your duties and responsibilities for the effective governance of the charity. As a Trustee you will also provide support and present challenges where necessary, working alongside the Board to ensure it functions as unit and to achieve agreed objectives. You will act as an ambassador and represent the charity.

Responsibilities

Responsibility for the day-to-day operation of the charity is delegated to Leigh Middleton, our Chief Executive, who reports to the Trustees on a regular basis.

Trustees are collectively responsible for:

- Ensuring that the governance arrangements are working in the most effective way for the charity
- Developing the knowledge and capability of the Board of Trustees
- Encouraging positive change where appropriate
- Showing commitment to diversity and inclusion
- Ensuring that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively
- Working within any agreed policies adopted by the charity
- Acting as an ambassador for the charity
- Maintaining relationships with government departments, agencies and other key influencers
- Keeping informed about NYA's work, and wider issues that affect the organisation



About You

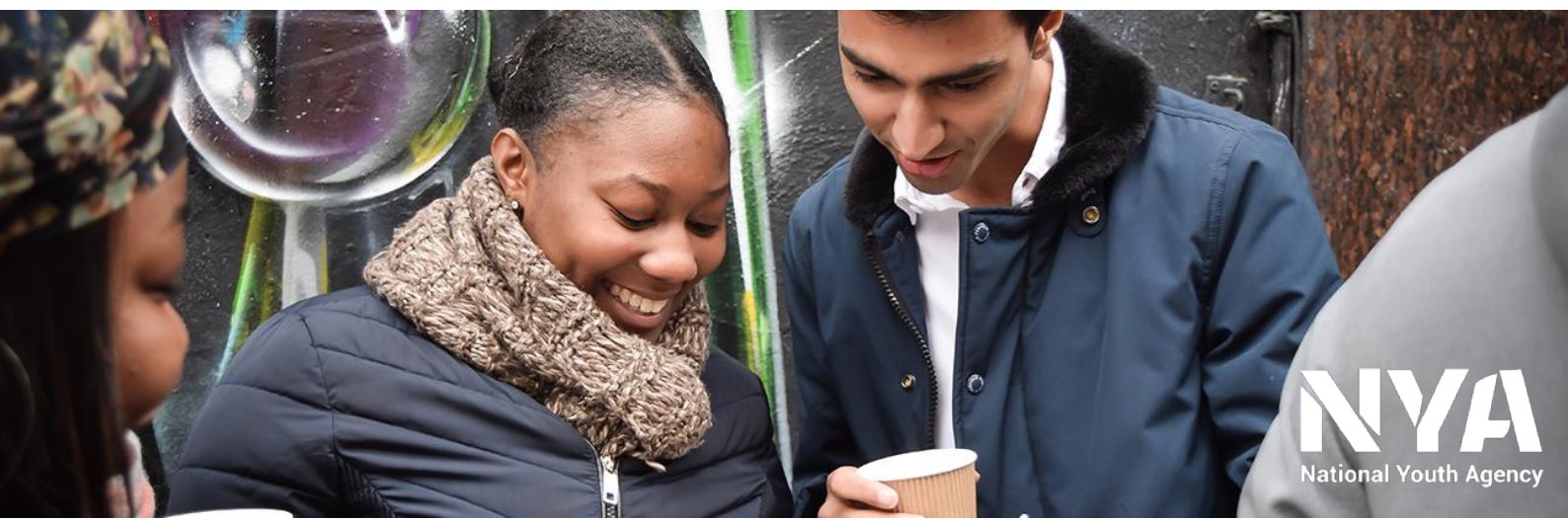
To join us, you don't have to have experience as a trustee. For us, believing in our mission to transform the lives of young people is the most important. Bring your positive energy – we'll support you with everything else from day one.

We are looking for new Board members with skills in any one of the following areas:

- Frontline Youth Work
 - This might be within education, youth mentoring, the youth club arena and/or youth work/apprenticeship schemes or similar
- Communications and Brand Messaging
- Charity Governance

For all positions, the following person specification criteria apply:

- Depth of experience and skills in your specialist area
- A proven ability to work effectively as a member of a team while contributing an independent perspective
- The ability to think strategically and challenge constructively
- A commitment to NYA's charitable aims and vision
- An understanding of, and commitment to, the values of accountability, probity and openness
- The ability to ask probing questions in a constructive way
- Ability to promote effective working relationships among board members and with management
- Undisputed personal integrity and personal credibility
- A willingness to devote the time and effort required to effectively discharge the duties of this role



Commitment to Equality, Diversity and Inclusion

The National Youth Agency is an equal opportunities employer. Committed to equal opportunities policies. We welcome applications from all backgrounds so that our board mirrors the community we serve. We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background and political beliefs.

We are committed to providing an inclusive experience for all those who want to apply, and we are committed to removing any barriers in our recruitment processes. So, during the application process we commit to:

- Paying for childcare whilst you are at interviews where these take place in person
- Paying for your travel costs to the office and back for interviews held in person
- Making any reasonable adjustments – for example ensuring sign language interpreter organized in advance if you'd like them
- Providing this document in a word document format readily available to download
- Offering a guaranteed first stage interview with Inclusive Boards for disabled candidates who meet the minimum requirements for the role

Additional Information

Time Commitment

The Trust Board meets approximately 4x per year. We also encourage Trustees to join at least one sub-committee. Sub-committee meetings take place quarterly.

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

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 checks. If you are offered an appointment you will receive a detailed summary of your main terms and conditions. Terms of appointment are a minimum of three years and may be re-appointed for a further term.

Location

At the moment, most of our work as a Board is virtual but we hope to return to face to face meetings in the future. Ideally, when it's safe to do so, meeting will be held in London and at least one meeting at our HQ in Leicester. We will continue to offer the option to join virtually to ensure the meetings are accessible for everyone.

Remuneration

The role of Trustee is unremunerated, although expenses for travel and other pre-agreed items may be claimed.

Safeguarding

The Trustee is subject to the provision of all child protection legislation, and all policies governing staff that work with children and vulnerable adults.

Our Support for You

We recognise that if you are new to trusteeship you may wish to take up our offer of a mentor who is also an existing Trustee – this person will support you in your new role. You are also supported by our Board and the Trust's Governance team.

How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of the National Youth Agency. If you wish to apply for this position, please supply the following by 23:59 on 23/01/2022

- A detailed CV setting out your career history, with responsibilities and achievements
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of the application 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
- Diversity monitoring form – your data will be stored separately from your applications and will at no time be connected to you or your application

Ask us a question or call for a chat

Get in touch in whichever ways works best for you – or drop us a line and ask us to call you back

Email: nya@inclusiveboards.co.uk

Call: 0207 267 8369

More about us

Discover more about the National Youth Agency and our work at: nya.org.uk

