

Trustee

Appointment Brief

February 2022



Welcome from our Chair



Dear candidate,

Thank you for your interest in the role of a trustee of London Youth.

Since being appointed as Chair of London Youth in April 2020, it is clear to me that our work to support our 600+ member network of youth organisations is critical. Youth organisations face the ongoing struggle of wanting to do more for young people, but with ever-tighter funding. Need and the adverse effects of inequality amongst young Londoners are higher than at any point in our memory.

Young Londoners are supported by London Youth in a myriad of ways; we train and support youth workers to help improve the quality and range of their services; we work with members to run sports, arts, youth action and employability programmes and we deliver fantastic outdoor learning at our residential centres, Hindleap Warren and Woodrow High House. We are also a committed advocate for London's young people and youth workers.

We have been living through uncertain times. And during the continued uncertainty ahead, it is more important than ever that the breadth of London's youth organisations get the support they need to serve our capital's young people. A committed, effective, and diverse Board is crucial to us achieving our goals.

The Board works with London Youth's Chief Executive to set the strategic direction of the charity. It is responsible for the social impact and financial sustainability of the organisation.

Our strategy is summarised as – Deliver Opportunity, Drive Impact and Demand Change. We also have an objective of ensuring continued financial sustainability. To underpin this, the Board has invested in our fundraising and communications functions. We are now seeking to appoint two trustees, one with expertise in fundraising and one with expertise in digital communications.

My hope is that we can add to London Youth's dynamic and diverse Board. We are committed to diversity and aim to become an actively anti-racist organisation. Our skills and diversity audit has shown that we need to prioritise women and youth as demographics for recruitment. We are also keen to add to our existing race diversity as a Board and ensure we continue reflecting the diversity of London.

Please review this recruitment pack and if you have the skills, experience and commitment for this role, I hope you consider applying.

Yours faithfully,
Stephen Moss CBE

An introduction to London Youth

We are London Youth. A charity on a mission to improve the lives of young people in London, challenging them to become the best they can. Young people need opportunities outside school to have fun with their friends, to learn new skills, to make positive change in their communities and to shape the city they live in.

In our last full operational year before the pandemic, we worked with over 27,000 young people through our sports development, employability, youth action and involvement, arts, and outdoor education programmes. Our work gives young people access to opportunities they might not otherwise have had.

Throughout our history, community youth organisations have provided a constant lifeline and a vital safe space outside the family and formal education, where young people can develop confidence, resilience, and skills.

Our **vision** is that **all** young Londoners grow up healthy, able to express themselves, navigate a fulfilling career and make a positive contribution in their communities.

Our **mission** is to support and challenge young people to become the best they can be; developing their confidence, resilience, and relationship skills.

We do this with, and through, our network of community youth organisations and at our two residential centres. The background is challenging; London has high childhood poverty, high youth unemployment and poor levels of wellbeing - and this is especially the case for young people of colour. So, whilst we work with all young people, we focus particularly on those who wouldn't otherwise have access to the kind of opportunities we offer.

Because good youth work works.



London Youth's 20-25 Strategy

London Youth is in Year Two of the 20-25 Strategy, the key objectives of which are to:

Deliver Opportunity: we will deliver opportunity at scale and breadth for young people. We will get better at hearing and understanding the needs of young people and members and more adaptive at turning what we hear into practical applications. We will emphasise the distinctive way our programmes also build capacity.

Drive Impact: we will improve our responsiveness and customer service, leveraging digital technology. We will better connect members to support within London Youth plus expertise and support beyond. We will increase our understanding of our impact for members and use this to improve our work.

Demand Change: we will be a bold advocate for change, amplifying the voices of young people and youth workers. We will be unapologetic about voicing the needs of London and putting the needs of young Londoners first. We will identify points in the system where we can get best leverage for change and put sustained focus there.

We will do this within the context of a **sustainable business model**.

As the key pan-London network of youth organisations we have a unique opportunity to respond to city-wide issues. Within the strategy there are key cross-cutting themes where we believe we can make an important contribution:

- Reducing serious violence affecting young people
- Increasing the support available to young people in outer London boroughs

Mental health and employability are also prominent issues for young Londoners that have been significantly exacerbated by the pandemic, and we expect to be providing greater support to members and their young people in these areas.

Our principles

Throughout our work we strive to act in line with our four simple principles:

- **Honesty** – about what works (and what doesn't) and we learn from our mistakes
- **Collaboration** – with each other, young people, our members, and the world beyond
- **Improvement** – committed to continual improvement
- **Fun** – because we think people learn best when enjoying themselves

We have young people involved in London Youth's formal governance systems and have a flourishing youth board. We actively promote wider youth involvement and amplifying youth voice. More information can be found on our website: londonyouth.org

Our commitment to anti-racism

London Youth has worked with our staff and trustees to collaboratively develop a Race Equity vision, Theory of Change and action plan to define our areas of focus, approach and activity moving forward.

We have a Race Equality Stakeholder Group which is chaired by a London Youth trustee. This group includes representatives from members, from across the organisation and oversees the implementation of our Race Equality Action Plan.

Strengthening our work in this area is key. The statistics clearly evidence the impact structural racism has on young Londoners. At the heart of youth work is the drive to level the playing field for **all** young Londoners to succeed. Over two thirds of the young people we work with are young people of colour and we know that without the opportunities youth organisations provide, there would be more limited experiences open to many of them.

Why become a trustee of London Youth?

To work with our diverse and inspiring network of 600+ community youth organisations, who together serve around 100,000 young people weekly. You can read about our work on our [website](#), such as our well-established [sports](#), employability and [social action](#) programmes, and see the [impact of mental health initiatives such as Good for Girls](#) on our YouTube channel. You will have many opportunities to become involved and see this work in action.

Youth involvement and engagement runs throughout our work. Our youth board have prominent platforms to voice their views directly – you can read more about the work they've been involved in [here](#). Many members of our Board mentor young advisors who attend and participate in Board meetings.

Our two residential centres provide opportunities for thousands of young Londoners to leave the city, explore the countryside and immerse themselves in outdoor learning and adventure activity.



Background

To help secure our long-term financial stability the Board has invested in our fundraising and communications functions. We have a strong trust and foundation base and are now seeking to match this by growing our unrestricted and corporate income streams. We want to ensure that our new Director of Fundraising and his team have an appropriate level of Board support and oversight. We would be especially interested in people with senior level experience of unrestricted or corporate fundraising – although any fundraising background is welcome.

Our communications team will closely support this effort and so we are looking for potential trustees with expertise in digital marketing and using media platforms to increase organisational profile. Equally importantly, the team drives our advocacy work. So, we are keen to attract a trustee who really wants to champion young Londoners and can offer support and challenge to our team; particularly in identifying the audiences we need to influence and the most effective channels to reach them.

Overall, we are looking for strategic skills and sensitive leadership, supporting the Executive and the understanding of the Board in your area of expertise. In return, you will have the opportunity to help shape and support a significant youth charity with an amazing history. You will join our chair, Stephen Moss CBE, our President Sir Ken Olisa OBE and our new Patron, His Royal Highness Prince Edward, The Earl of Wessex and work with a committed and diverse Trustee Board.

The Trustee Board and Committees

The London Youth Board combines expertise in youth work and informal education with specialist skills covering finance, risk management, legal issues and business systems. Our Trustee Board currently consists of the Chair of the Trustee Board, Deputy Chair, Treasurer and 9 further appointed Trustees; giving us a hugely talented, collaborative governance group. It meets five times a year. Members of our Youth Advisory Board, although not legally Trustees, attend our Board and committees and participate fully in meetings.

There are four sub-committees of the Board of Trustees; Membership Committee, Finance Committee, Assurance Committee and People and Governance Committee. It is recommended that all Trustees sit on one sub-committee that reflects their expertise and interest.

Communications largely reports to the Membership committee as part of our Engagement Directorate. The Board will also hear directly on specific areas of communications work. Fundraising performance is reported to our Finance Committee. We also have a Fundraising working group. This is not a part of our governance structure but is intended to be an action focused group supporting income generation.

The Role and Commitment

Trustees are appointed to serve a three-year term and eligible for re-appointment for two additional terms. Trustees are elected annually at the AGM. We expect that the trustees appointed would serve on the Membership Committee and the Finance Committee and Fundraising working group respectively. Membership committee meets for 2 hours, Finance Committee for 1.5 hours and the Fundraising working group for 2 hours quarterly. The Board also meets for 2 hours quarterly. We also hold a Board away day annually.

In between meetings we really encourage trustees to engage with our work, for example by attending events, visiting clubs or supporting our communications messages. Additionally, we offer opportunities to join London Youth training and development. And as part of our work and approach we require trustees to take part in safeguarding training and anti-racism training. We also invite trustees to take part in media training.

Responsibilities

- To ensure that London Youth pursues its mission, as defined in its objects and governing document
- To contribute actively to the Board of Trustees and its sub-committees, by giving strategic direction to London Youth, setting overall policy and defining goals
- To safeguard the good name and champion the principles of London Youth
- To engage with, appropriately challenge and support the executive
- To ensure the financial stability of London Youth
- To actively demonstrate a keen interest in the mission of London Youth
- To listen to and seek to learn from our Youth Board
- To ensure that London Youth complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure London Youth uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint the Chief Executive officer and monitor his/her performance. In particular this is done by the Chair and reviewed by the Nominations Committee
- To ensure the effective and efficient administration of London Youth

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions.

This may involve:

- Scrutinising board papers
- Leading discussions

- Identifying key issues
- Providing guidance on new initiatives
- Offering advice on other areas in which the trustee has special expertise

Skills list

Skills and experience

For these appointments we are looking for either:

- Experience at a senior level of fundraising
- Experience of digital communications or digital marketing

Personal attributes

- Commitment to London Youth and our mission
- Strong interest in children and young people's development
- Willingness to devote the necessary time and effort
- Strategic vision
- Commitment to tackling inequalities through our work and support for London Youth's commitment to becoming an anti-racist organisation
- Understanding the role of non-executive governance in the management of the charity
- Good independent judgement
- Good communication and interpersonal skills
- The ability to respect confidentiality
- Ability to think creatively
- Commitment to working collaboratively and sharing different perspectives
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team and in line with London Youth's principles
- Commitment to London Youth's Trustee Code of Conduct which is based on the NCVO (The National Council for Voluntary Organisations) guidelines

Ideally you will be based in London or have strong links here and be able to commit an average of 2 days per quarter of your time. It is a voluntary role although travel expenses may be claimed.

Terms and conditions

Remuneration	The role is an honorary, unremunerated role - although reasonable expenses will be paid.
Commitment	Ideally, 2 days per quarter
Development	Trustees are able to join London Youth training and development sessions. Last year we provided a wide range of personal and organisational development training to nearly 2,000 youth sector professionals
Wellbeing	Trustees at London Youth enjoy access to London Youth's Employee Assistance Programme

How to apply

The recruitment process is being undertaken by Inclusive Boards on behalf of London Youth. If you wish to apply for this position, please supply the following by 23.59 on 27.03.2022:

- 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 skills criteria and personal attributes. Please note that the covering letter is an important part of your application.
- Details of two 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 application and will at no time be connected to you or your application.

If you have any questions or would like to arrange a call to discuss the role please email LondonYouth@inclusiveboards.co.uk or call 0207 267 8369.

Please send your CV and cover letter to LondonYouth@inclusiveboards.co.uk or visit www.inclusiveboards.co.uk/opportunities to apply online.



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londonyouth.org | @LondonYouth