

**TRUSTEE
RECRUITMENT PACK
2023**

**Supporting Young People On
Their Journey To Adulthood**

 **YOUTH ACCESS**



Welcome

from our chair-elect

Thank you for your interest in joining the Youth Access Board.

Youth Access members – Youth Information, Advice and Counselling Services (YIACS) – provide a 'one stop shop' model of support to young people aged 11-25. YIACS offer age-appropriate 'whole person' support across a range of challenges including mental health, education and employment, housing, welfare and much more.

Heading-up a youth information, advice and counselling service, I know first-hand the essential role that open-access community-based services play for young people, including those who are often worst-served by mainstream services.

We have a simple theory; if we provide holistic support for young people at the earliest opportunity in the most accessible way, young people will become self-reliant and ready for adult life, and we'll prevent problems getting bigger and lasting longer.

Yet these vital services continue to be

neglected and struggle to patchwork together funding.

And with the pandemic and cost-of-living emergency coming on top of a system that was already struggling to meet young people's needs, this support is needed more than ever.

Youth Access provides a crucial national voice and support network for these local services and the young people they support. We advocate with and for our members and young people, to influence national policy and funding decisions, facilitate networking and collaboration across our network, enabling challenges and solutions to be shared, develop and disseminate evidence, training and guidance to support members to develop their services and advocate for change locally.

My organisation is a long-standing member of Youth Access and I've been involved in the charity's work over the years. I am delighted to be taking on the role of Chair of Trustees from April 2023.

In 2022 we launched our new five-year strategy and new website. It is an exciting time to be part of the organisation. I hope that you will want to help us achieve our vision that all young people can access free support on their journey into adulthood that respects their rights and meets their individual needs.

You don't need to have experience of being a trustee - the important things for us are your experiences and skills from your career to date, and the passion and energy you can bring to help us to support our members for the benefit of young people.



D. Mobbs

Dan Mobbs

Chair-elect of Youth Access

Chief Executive of Norfolk-based youth advice service MAP

YOUTH ACCESS STRATEGY *on a page*

We are Youth Access, the national membership organisation supporting Youth Information, Advice and Counselling Services (YIACS) all over the UK.

Everything we do is underpinned by our values and strategic goals - developed with and for our member organisations and the young people they serve.



OUR VISION

Our vision is that all young people can access free support on their journey into adulthood from community-based advice and counselling services that respect their rights and meet their individual needs.

OUR STRATEGIC GOALS



Increase Access: A Youth Information, Advice and Counselling Service in every local authority area



Drive Equity: Greater engagement with least-heard and worst-served groups



Improve Experience: Member services designed around young people's needs

OUR VALUES



Bold: We are progressive in our thinking and courageous in our challenge of the system



Collaborative: We are a powerful collective advocating for change



Responsive: We adapt to meet the changing needs of our members and young people

You can find out more about our aims, objectives and values in our strategy for 2022-27.

The YIACS model

Our members - Youth Information, Advice and Counselling Services (YIACS) - are organisations rooted in their local communities. Also known as 'early support hubs' or 'one-stop shops', they provide easily-accessible support to young people aged 11-25 with a wide range of issues.

Our members come in all shapes and sizes, and we're here to guide and support them. Our strength is in the diversity of our membership, supporting them to deliver services in a way that is responsive to their communities and to learn from each other to improve and adapt.



YIACS are:

▼ EFFECTIVE

Comparable clinical outcomes to CAMHS and schools-based counselling

▶ OPEN-ACCESS

Young people are never turned away because they are "not sick enough"

▲ WIDER REACH

Better reach to young people from worst-served backgrounds who may otherwise slip through the cracks of statutory services and school settings

◀ A BRIDGE, NOT A CLIFF EDGE

Support up to age 25, bridging the all-important transition into adulthood

And crucially...

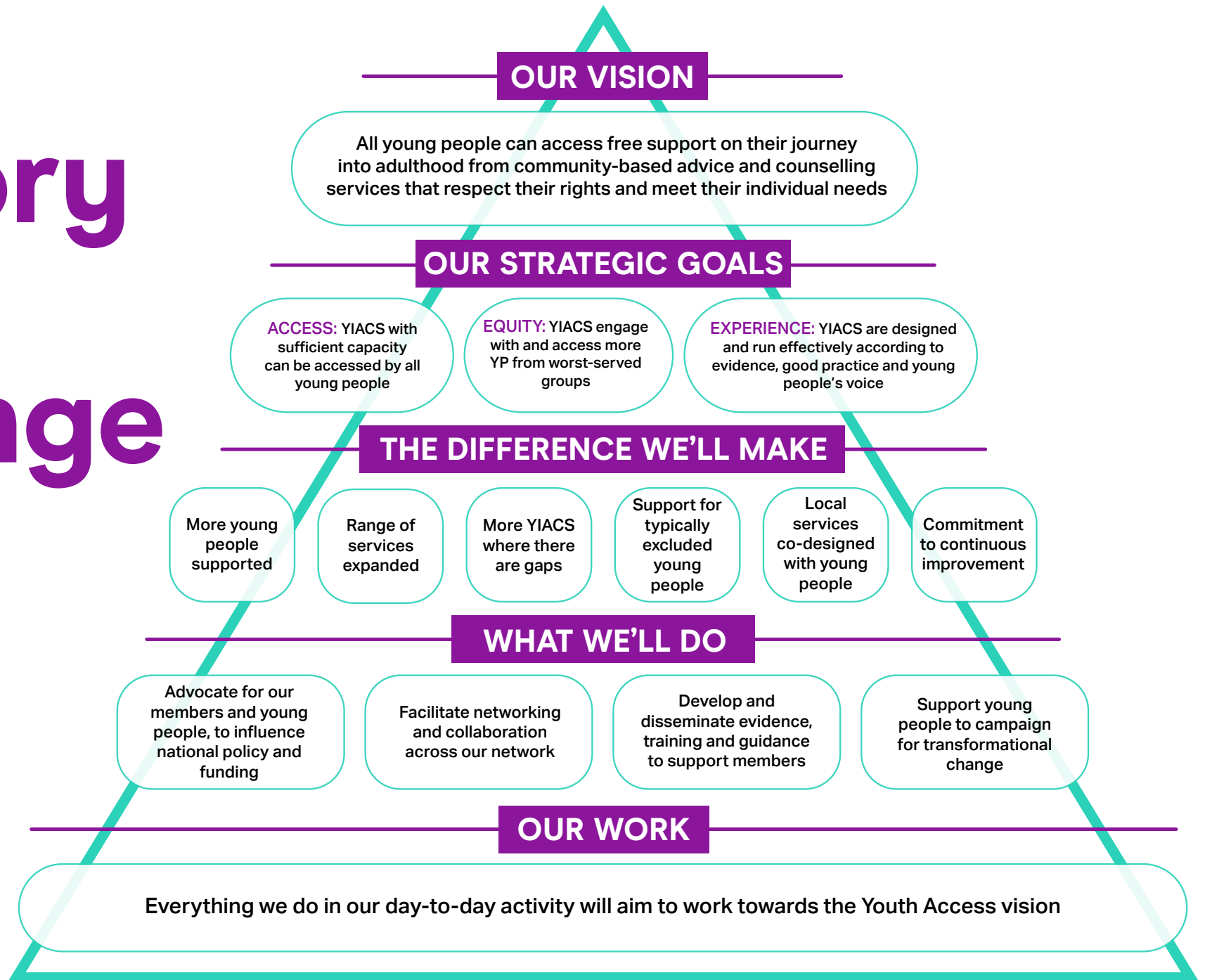
▼ WHAT YOUNG PEOPLE WANT

Young people repeatedly tell us that they want "whole life" support

Our Theory of Change

Our Theory of Change guides us as we turn the objectives and values in our strategy into actions that support our members and the young people we serve.

Our Trustee Board provides expertise, guidance and scrutiny to help us meet the expectations we have set for ourselves.



Governance arrangements & time commitment

BOARD OF TRUSTEES

At its simplest, the role of the Trustee Board is to ensure the effective governance of the charity by safeguarding the assets of the charity and applying them for the charitable purposes as declared in the objects of the charity. In addition, trustees are expected to:

- ▽ Provide effective and inspirational governance
- ▽ Work in partnership with the CEO to help achieve the mission of Youth Access
- ▽ Champion Youth Access, young people and Youth Information, Advice and Counselling Services

Following a number of trustees stepping down we have six trustees and are looking to increase this to ten, to meet the needs of the organisation.

FINANCE, AUDIT & RISK COMMITTEE

The Board established the Finance, Audit & Risk Committee in 2021 to ensure that Youth Accessives. The Committee seeks assurance from the Executive and provides assurance to the Board that Youth Access has adequate financial and risk management policies, processes and controls in place.



TRUSTEE TIME COMMITMENT

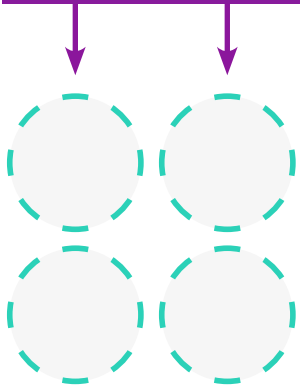
Most of the Board and Committee meetings are held online, with one meeting per year in person in central London. Trustees are appointed for an initial three-year term with the opportunity to extend for a further three-year period. The time commitment includes preparing for and attending four Board meetings a year, plus one away day and any relevant committee meetings. Board meetings alternate between the working day and evening and last for roughly two hours.

Our trustees are not remunerated, but travel expenses directly incurred in the role will be arranged in advance or reimbursed.

Focus for this trustee recruitment





We are seeking **four new trustees:**

Two from our membership, with expertise in youth advice and counselling services



Two external trustees

A skills audit of our Board has identified some areas of knowledge and experience that could be strengthened. We are therefore seeking to appoint trustees with any of the following skills or experience:

- EXP** Lived experience and/or frontline experience of the issues young people our members support are facing
-  Income generation and business development
-  Knowledge of Youth Access' sector
-  People management and HR
-  Legal

This could be your first step into a trustee role. You do not need to have previous Board-level experience or to be in a senior position in your career. Sharing our values and having a passion for improving young people's access to the advice, counselling and mental health support they need, and your ability to provide independent insight, scrutiny and constructive challenge is more important than your job title. We will support new trustees' learning and development with induction, training, and buddying with our existing Board members.

DRIVING EQUITY

We know that charity Boards lack diversity. This is something we'd like to play a part in addressing through this process. Driving equity in services for young people is a core part of our new strategy and essential to achieving our vision. That also means continuing our own journey as an organisation committed to tackling inequalities, including improving representation on our Board. We welcome applications from people from all walks of life. Following a diversity audit of our Board following trustees stepping down, we would particularly welcome applications from people from racialised communities; LGBTQ+ people; and disabled people, as these groups are under-represented.

To support anyone looking to apply, we can:

- ▽ Pay for childcare for the hours in and around the interview process
- ▽ Pay for your travel costs to the office and back for interviews if these are held in person
- ▽ Hold interviews online if easier for candidates' circumstances
- ▷ Make any reasonable adjustments to support your needs in the application and interview process

Role description

The collective statutory duties of all trustees are to:

- ▶ Ensure that Youth Access complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- ▶ Ensure that Youth Access pursues its objects as defined in its governing document
- ▶ Ensure that Youth Access applies its resources exclusively in pursuance of its objects
- ▶ Contribute actively to the Board of trustees' role in giving firm strategic direction to Youth Access, including setting overall policy, strategic plans and annual business plans, and monitoring progress against these
- ▶ Safeguard the good name and values of Youth Access
- ▶ Ensure the financial stability of Youth Access, including determining the annual budget and monitoring progress against it
- ▶ Protect and manage the property of Youth Access and ensure the proper investment of Youth Access' funds
- ▶ Appoint and support the chief executive officer and monitor his/her performance
- ▶ Ensure the effective and efficient administration of the charity
- ▶ Approve the charity's policies
- ▶ Ensure proper accounting records are kept
- ▶ Review the Board's overall performance in carrying out its duties and responsibilities and take action to address areas of underperformance
- ▶ Ensure the sustainability and growth of the organisation

In addition to the statutory duties, each trustee is expected to:

- ▶ Attend meetings of trustees
- ▶ Play an active part in the trustees' meetings and deliberations
- ▶ Exercise due care and attention and use reasonable skill in dealing with the charity's affairs
- ▶ Use own skills, knowledge and experience to help the trustees reach sound decisions
- ▶ Ensure personal knowledge and understanding of the work of the charity, its staff and key stakeholders
- ▶ Engage with the Chair in performance appraisal and undertake training and development activity in relation to the role of trustee of the charity
- ▶ Take the lead in any trustees' activities where the trustee has special knowledge
- ▶ Sit on and, where appropriate, chair sub committees and working groups of the Board
- ▶ Comply with the Conflict of Interest Policy for the charity
- ▶ Sit on recruitment and disciplinary panels if required

Person specification

Trustees need to be wholeheartedly committed to Youth Access' vision and work, and set a standard of conduct for the entire organisation by acting with the integrity at all times. They are expected to be advocates of Youth Access' work and to promote us positively and with passion externally. They will challenge the Chief Executive and the organisation to ensure the aims are being met appropriately and effectively.

In addition, each trustee must have:

an ability to work effectively as a member of a team and to take decisions for the good of Youth Access

a willingness to devote the necessary time and effort

strategic vision

a commitment to equity and anti-discriminatory practice

good, independent judgement

a commitment to Nolan's seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership

an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

a willingness to speak their mind



How to apply



To apply to join our Trustee Board, please send us a covering letter setting out why you are interested in the role, along with your CV and our EDI Monitoring Form, to: admin@youthaccess.org.uk by 5pm, Friday 17th Ma

If you require clarification on any aspect of the application or recruitment process then please use the email address above and we will support you with this.

If you would like an informal background chat with the CEO, Cassandra Harrison, that can be booked [here](#). You can also contact her via email at cassandra@youthaccess.org.uk

Timetable

CLOSING DATE

5pm, Friday 17th March

SHORTLISTING COMPLETED BY:

Friday 31st March

INTERVIEWS:

weeks commencing
17th and 24th April

Be part of our journey

Find out more about what we do at youthaccess.org.uk

