



(A company limited by guarantee)

YSS Trustee Recruitment Pack

October 2022

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Introduction

Thank you for your interest in becoming a Trustee of YSS. We are seeking individuals with a track record of good governance and organisational development.

You will be confident in providing effective challenge having held positions where you have had to influence, with extensive exposure to Executives and Boards in previous roles. Experience of the voluntary sector is not essential but would be an advantage.

This is an exciting opportunity for you to support YSS and will allow you to see the impact of your own, and the Board's actions. Our operations are focused on a smaller geographical area compared to some larger national providers and therefore the impact of our charity decisions are more visible. You will contribute to making a difference to the lives of others by ensuring that we continue to be a sustainable key provider of services to people with complex needs.

We welcome applications from everyone and we believe our decision making Board should be fit for purpose, futureproof and bring a collection of different skillsets, perspectives and experiences. We are seeking individuals to join our Board who can support YSS to develop its business in a strategic and dynamic way.

As a Trustee of YSS, you would share corporate responsibility for the strategic direction, legal, financial, social impact and sustainability of the organisation.

About YSS

YSS is a registered charity and limited company, established in 1986. Annually YSS works with approximately 2,000 people in the West Mercia and Warwickshire areas and currently employs 48 paid staff. We provide a range of services across the criminal justice system, children's services and social care. For this we are funded by a variety of sources from contracts, charitable trusts and generous private donors.

"It is such a great feeling when someone completes a goal that they've set for themselves. I feel like I'm actually making a difference, regardless of how big or small it may be and that in itself is so rewarding."

YSS volunteer



Our mission is to help people who are facing life difficulties and who are in a period of transition in life by providing them with practical and emotional support. We have a strong set of values and focus all our activities on achieving set outcomes.



Please visit our website, www.yss.org.uk for further information.

Patron

HRH The Princess Royal

The Board (Trustees/Directors)

Lady McFarlane (Susanna) DL	Interim Chair
Jared Whitehouse	Interim Chair / Lead for Finance
Fiona Charny	
Nerys Thomas	
Ron Whitfield	
Sandra Kelley	
Gary Dalton	
Vicki Davies	

Senior Management Team

Catherine Kevis	CEO
Stuart McCulloch	Head of Resources / Deputy CEO
Deborah Grantham	Director of Improvement & Innovation
David Andrewartha	Director of Operations

Structure, Governance and Management

YSS is governed by its Memorandum and Articles of Association. The quorum for the transaction of the business of the Trustees may be fixed by the Trustees but shall not be less than one third of their number or two Trustees, whichever is the greater. The Board delegates responsibility for the day to day management of YSS to its CEO who is aided by the Senior Management Team and other managers.

Strategy

A broad 3 year strategy is developed with bi-annual strategic reviews undertaken by the Trustee and Senior Management Team. An annual business action plan is produced which is reviewed by Trustees and the Leadership team on a quarterly basis. 2020 was a year of significant change for the organisation, not least because of dealing with the effects of Covid-19 on staff and service users. The organisation adapted services and managed communications with stakeholders to maintain continuity of funding and delivery.

In December, the Trustees, CEO and FD rehearsed a number of financial scenarios to assure ourselves and our auditors of a secure financial base, resulting in an unqualified report from our auditors. During 2020, we also reviewed the NCVO Code of Governance and produced an improvement plan with the Senior Management Team, improved the risk register and developed the organisation's Theory of Change.

Priorities for 2021-2022 include the development of impact measurement metrics, the creation of a staff forum and service user forum, a refreshed Equality, Diversity and Inclusion policy and action plan, and we will continue with our ongoing efforts focused on income sustainability and relationships with local authorities and funders.

YSS Trustee - Summary of the Role

As a Trustee, you will be responsible for setting the strategic aims, objectives and direction of the charity. You will use your knowledge, skills and experience to ensure YSS achieves its charitable objectives and represents the interests of all stakeholders, and act as an ambassador for the charity.

General responsibilities of a Trustee are:

- To actively contribute to the Board's role in giving firm strategic direction to YSS including setting overall policy, defining goals and setting targets,
- To monitor performance against targets,



- To ensure that resources are applied exclusively in pursuance of YSS's objectives,
- To ensure that YSS complies with its Memorandum and Articles, charity law, company law and any other relevant legislation or regulations,
- To safeguard the reputation and values of YSS,
- To ensure that we are financially viable and that key risks are fully identified and mitigated,
- To contribute, as required, to the appointment, support and the monitoring of the performance of the Chief Executive,
- To sit, as required, on appraisal, recruitment and disciplinary panels.
- In addition to the general responsibilities of a Trustee you may be asked to take a specialist lead on the area of your interest / expertise, such as safeguarding, digital transformation etc, when required.

Relevant areas of skills and experience could include:

- Safeguarding
- ICT and digital transformation
- Legal
- Criminal Justice
- Social Care or Social Enterprise
- Accountancy and financial planning and reporting
- Organisational Management
- Human Resources
- Community Development

Desirable experience and knowledge:

- Ability to lead and contribute to discussions across a broad range of subjects
- Good understanding of the issues facing a regional charity sector
- Strategic thinking ability combined with the ability to process the detail and get to the heart of an issue.
- Effective communication and interpersonal skills
- Background of general and financial management, including management of budgets in an environment of risk, and a good awareness of charity funding
- Appreciation of the nature of risk management at board level

Desirable style and behaviour:

- A sensitive approach to balancing conflicting views
- Ability to network and build relationships within and outside of YSS
- Commitment to sharing the vision and values of the charity
- A strong leader with credibility and enthusiasm
- An effective decision-maker with good independent judgement who leads by example

Tenure

1 year probationary period followed by up to 3 further period of 3 years.

Induction

New Trustees are given a full induction and introduction to YSS, the responsibilities of being a Trustee and any other training needed to help them carry out their role effectively. All Trustees have role descriptions and take part in training and development as appropriate.

Remuneration

YSS Trustees are volunteers and this position is unpaid.

Expenses

Reasonable expenses incurred will be paid in line with our volunteer expenses policy.



Time Commitment

Approx. 34 hours a year plus pre-meeting preparation + up to 2 “away days” for strategy meetings. All meetings are conducted online at present.

Trustees are also encouraged to attend YSS events, including visits from our charity Patron and are welcome to make occasional visits to projects to see first-hand the work of YSS and meet the people we support, our staff and volunteers.

Trustees must be at least 18 years old. Appointment is subject to eligibility in line with The Charity Commission criteria. All Trustees are individually and legally responsible for the charity they govern. To find out more information please visit The Charity Commission guidance - The essential trustee: what you need to know, what you need to do [CC3] – <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Recruitment Process

We are always keen to hear from people interested in joining our Board of Trustees. If you would like the opportunity to learn more about YSS and the role of a Trustee, please contact our recruitment team **recruitment@yss.org.uk**, who can arrange a non-obligatory chat for you with the Chair of YSS Board and give you further details on how to apply.

