

Role Profile

Post: Trustee – Treasurer

Location: Blackburn Youth Zone, Jubilee Street, BB1 1EP

Context of the Role

OnSide was established as a charity in 2008 to create Youth Zones across the UK. It has been growing rapidly ever since and has hugely exciting and ambitious plans to continue and accelerate this growth. Youth Zones are high quality, inspirational and well-run places, claiming only to offer young people 'somewhere to go, something to do and someone to talk to', but in reality provide so much more than this, changing many thousands of young lives, now on an incredible scale.

Blackburn Youth Zone which/opened in 2012 is part of the OnSide network of Youth Zones and similarly has an incredible impact. Youth Zones are for young people aged 8 to 19, and up to 21 for young people with additional needs. Blackburn Youth Zone is centrally located, dedicated to young people and makes a bold statement about the importance of giving young people high quality places to go in their leisure time. Open 7 days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people grow to be happy, healthy and successful adults. The state-of-the-art £6.5 million building provides young people with access to a range of activities, all offering young people the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, sports hall and recreation area, and dance, arts, music and media suites.

Youth Zones are a proven model of youth service provision that is aligned to community needs and supported by cross-sector funding. At the heart of the Onside Youth Zones Network is not only a hugely successful partnership between public, private and third sector organisations, the local community and young people themselves, but also by an overwhelmingly passionate and dedicated workforce, who are committed to improving the lives of young people throughout the UK.

We are seeking individuals who are passionate about supporting our cause; who care about what we do and can contribute actively to the strategic management of the Youth Zone.

The Role

As a Trustee you must:

- Always act in the best interests of the Youth Zone exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he/she had responsibility.
- Act as a group and not as an individual

Duties of a Trustee Board Member:

- Ensure that the Youth Zone complies with charity law, company law and any other relevant legislation or regulations
- Ensure that the Youth Zone pursues its objectives as defined in the OnSide DNA and other provisions as outlined in the OnSide Network Agreement and in the overall Youth Zone Strategy and Business plans
- Ensure that the Youth Zone applies its resources wisely and applies 'best value' principles
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Chief Executive in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Contribute actively to Board Meetings and other appropriate events/ Youth Zone activities
- Safeguard the reputation and values of the Youth Zone
- Ensure the financial stability of the Youth Zone

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 leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Duties of Trustee – Treasurer

- To ensure that the Youth Zone's finances are used appropriately, prudently, lawfully and in accordance with its objects and any funding agreements
- To be accountable for the charity's solvency, continuing effectiveness and the preservation of its endowments (if any)
- To exercise overall control over the Youth Zone's financial affairs
- To ensure accurately and up to date accounting records are maintained
- To ensure that restricted and unrestricted funds are appropriately identified in financial records and used in line with any restrictions
- To oversee the preparation of the charity accounts and Annual Reports and submit Annual Reports and Annual Returns to Companies House and the Charity Commission as appropriate
- To arrange an external audit of accounts with the Finance Manager
- To ensure the accounts are made publicly available
- To chair the Finance Committee. This group meets monthly to review the financial position of the Youth Zone in more detail and agree annual budgets

Person Specification

Each Trustee must:

- Have commitment to the mission, values and DNA of the Youth Zone
- Show willingness to devote the necessary time and effort
- Act with integrity and have a willingness to speak their mind
- Employ a strategic vision
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Have the ability to work effectively as a member of a team and to take decisions for the good of the Youth Zone.
- Be sufficiently experienced in the area of specialism as outlined above

Minimum time commitment

- Trustees are expected to attend an induction meeting with the Chair of the Board and the Chief Executive prior to attendance at their first board meeting.
- Trustees are expected to undertake an induction process, as designed by the OnSide Youth Zones Network.
- Trustees are expected to attend all board meetings, which are held at the Youth Zone.
- Trustees are expected to serve a minimum of one, and a maximum of two, 3-year terms.
- Board meetings are held every 2 months, normally during normal office hours however have been known to be held in an evening, lasting approximately 2 hours.
- In addition to Board meetings, there will be a designated Annual General Meeting for Members of the charity to discuss items such as governance or finance
- Trustees may also be asked to take part in governance training
- Papers are distributed one week in advance of meetings – trustees are expected to have read them in advance of the meeting
- In addition to reading the Board pack and attending meetings, it is important trustees visit to observe sessions and walk the Youth Zone, to take their own soundings of the delivery performance and contextualise the information being provided.

If you are interested in becoming a Trustee at Blackburn Youth and would like further information please email hr@blackburnyz.org or call 01254 292000 asking for Hannah Allen or Rose Walton.