

Chair of Trustees



Introduction

Youth Enquiry Service (YES) is seeking to appoint a new Chair of Trustees to work in partnership with the CEO, with a particular interest in supporting the young people of North East Essex.

YES is a youth focused charity offering support and advice on a range of issues from, housing and homelessness, teenage pregnancy, and mental health counselling. The charity has been supporting young people in the North-East Essex area for over 35 years and has a recognised and respected reputation. The charity delivers support to young people in one of the most socially and economically deprived areas of the UK.

YES was established in 1988 to support young people between the ages of 11-25 whose needs were not being met by the current health and social care services. Our original trustees were local people: a GP, a probation worker, a builder, and others who were concerned about the lack of accessible, appropriate and timely support for young people in North-East Essex.

Today we are continuing to work with young people, helping them navigate through their formative years in previously unprecedented circumstances. In a post-covid world and a growing cost-of-living crisis, the predicted impact on young people has never been greater.

The YES charity still holds the core values of the original trustees 35 years ago and at our heart is to support and inspire young people of North-East Essex for the next 35 years.

This in itself is challenging, and we are seeking a Chair who is passionate, motivated, with excellent leadership skills, who can commit the time to help drive the charity forward to its next growth stage and help increase its team.

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Chair – YES

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location: Colchester & Tendring, Essex.

Time commitment: 6 - 8 Board meetings per year. Additionally, the Chair is also expected to have regular meetings with the Chief Executive and also represent the Charity at various events and meetings with key stakeholders.

Reporting to: Board of Trustees (Executive Committee)

Role Description

Objective

The Chair will hold the Board and Executive Team to account for the Charity's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support the Chief Executive and ensure that the Board functions as a unit and works closely with the CEO & Board of the charity to achieve agreed objectives.

He or she will act as an ambassador and the public face of the charity in partnership with the Chief Executive.

Principal Responsibilities Strategic leadership:

- Provide leadership to the charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for the Charity.
- Ensure that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability Governance.
- Ensure that the governance arrangements are working in the most effective way for the Charity.
- Develop the knowledge and capability of the Board of Trustees.

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- Encourage positive change where appropriate and address and resolve any conflicts within the Board.
- Appraise the performance of the Trustees and the Board on an annual basis.
- Ensure 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 and which also reflects the wider population.
- Work within any agreed policies adopted by the charity.
- Act as an ambassador for the cause and the charity.
- Act as a spokesperson for the organisation when appropriate.
- Represent the charity at external functions, meetings, and events.
- Facilitate change and address any potential conflict with external stakeholders.
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees.
- Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees.
- Monitor that decisions taken at meetings are implemented.

Relationship with the Chief Executive and the Wider Management Team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring s/he is held to account for achieving agreed strategic objectives.
- Support the Chief Executive, whilst respecting the boundaries which exist between the two roles.
- Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges.
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary.
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees.
- Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support Additional information.

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The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair. The above list is indicative only and not exhaustive. The Chair will be expected to perform all such additional duties as are reasonably commensurate with the role.

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Chair - YES Person Specification:

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements: - Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause.
- Personal gravitas to lead a significant national organisation.
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role.
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours Experience.
- Experience of operating at a senior strategic leadership level within an organisation.
- Successful track record of achievement through their career.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Experience of external representation, delivering presentations and managing stakeholders.
- Significant experience of chairing meetings and events Knowledge and skills.
- Broad knowledge and understanding of the Civil Society sector and current issues affecting it.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together.
- Financial management expertise and a broad understanding of charity finance issues.
- Good understanding of charity governance issues.

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Terms

The charity's Chair (and board members) will serve a three-year term and according to procedures as per section 18 of the Memorandum and Articles of Association for the Colchester Youth Enquiry Service Limited

The chair shall be a Director of the company.

To apply.

Please send a CV and covering letter outlining your suitability for the role, closing date is the 31st March 2023.

Contact for more information.

Dr David Sollis Chief Executive Officer

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