

Herts Young Homeless –Trustee Vacancy: Fundraising

About hyh

Herts Young Homeless Group (**hyh**) is an independent registered charity, established in 1998, to help young people secure and maintain appropriate accommodation by providing information, support and help in a crisis. **hyh** works with other agencies throughout Hertfordshire towards improving local services and preventing youth homelessness. We believe that safe and secure accommodation is the essential foundation from which young people can achieve a successful, independent life.

The quality of service provision within **hyh** has recently been recognised by Herts County Council who chose **hyh** as the Children's Services Charity Partner of the Year for 2019. This is a fantastic achievement and is testimony to the dedicated staff team working within the charity.

Details of hyh's services and its management team and Board of Trustees are set out on the hyh website www.hyh.org.uk.

About the Trustee role

We are looking for a Trustee with a genuine interest in the work of the Herts Young Homeless and who will be motivated by supporting all aspects of our work across Hertfordshire. We are seeking applicants who can assist the charity with its fundraising strategy. An understanding of the charity sector and previous experience of charity fundraising at strategic and operational levels, including in the areas of Grants/Trusts and Major Donors is therefore desirable.

Our Trustees play a key role in guiding **hyh**. They work with the management team of **hyh** to support the good governance of the charity, ensuring that the purpose of the charity is fulfilled and that the charity is well managed and financially viable. Overall responsibility for the charity lies with the Board of Trustees who delegate the day to day running to the CEO, Helen Elliott, and her Executive Management Team.

We are seeking an individual who can bring their knowledge and energy to the Board, and who brings enthusiasm, dedication and a passion for the welfare of young people.

We recognise the benefits and opportunities of having a diverse community in the charity, including its Board, and the contribution that they can make to achieving **hyh**'s vision. We therefore welcome applications from a wide and diverse range of candidates.

This is an exciting opportunity to help to lead hyh in the next phase of its development and to use your skills and experience to make a lasting difference to the lives of the young people we support.

A fuller trustee role description, including the expected time commitment, is set out below. This is a voluntary role which is not remunerated, although out of pocket expenses can be reimbursed. Board and Committee meetings are usually held at hyh's offices in Hatfield, Hertfordshire.

Application Process

To apply to become a Trustee please send us a completed application form and your CV.

Send your application to:

Kirsty Harrison, Herts Young Homeless,
1st Floor, Gracemead House Woods Avenue, Hatfield Hertfordshire AL10 8HX
kirsty.harrison@hyh.org.uk.

Appointment of successful candidates is subject to a satisfactory Disclosure of Baring Service (DBS) check and receipt of two references.

If you require further information regarding the appointment process, or would like to speak to an existing Trustee about the role, please contact: Kirsty Harrison (Executive Assistant) on – 03333 202 384 or 07920 505320

TRUSTEE JOB DESCRIPTION

Overview of role

The duties of the Trustee who takes a lead for the Board in relation to fundraising are:

- To lead hyh's income generation strategy on behalf of the Board, including ensuring that the charity has the right fundraising and communication skills and access to the right networks.
- To assist in the development and governance of the charity's fundraising and communications functions, working closely with the Chief Executive and Fundraising and Communications Manager
- To support and encourage the hyh fundraising team to ensure the effective income generation is achieved
- To contribute knowledge of fundraising techniques and strategies and encourage an entrepreneurial fundraising culture

The duties of all of the Trustees of the charity are:

- To ensure that the charity complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that the charity pursues its charitable objects as defined in its governing document (that is, its Articles of Association)
- To ensure the charity applies its resources exclusively in pursuance of its objects, i.e. 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 contribute actively to the executive committee's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity

- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint and support the chief executive officer and monitor his or her performance
- To act in an Ambassadorial role for the charity.

In addition to the above duties, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising committee papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the committee on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

Person Specification

Each Trustee must have:

- Integrity
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to contribute constructively to discussion and debate
- An ability to work effectively as a team member

Skills and Experience

Each Trustee brings their own skills and experience to the Board, to compliment the skills and experience of the other Trustees, in order to ensure that the Trustee Board as a whole can operate effectively. The Trustee Board needs to (collectively) have a broad range of skills and experience, including in the following areas:

- Setting strategy and targets.
- Monitoring and evaluating performance and programmes
- Financial management and accounting
- The charity sector
- Legal matters
- Fundraising
- Information technology and digital strategy
- Campaigning and marketing
- Internal and external communications
- Recruitment and human resources
- Safeguarding
- Local government
- Education and learning

Time Commitment

Board meetings are held in the evening approximately 5 times a year usually at hyh's head office in Hatfield, Hertfordshire. There is an annual Trustee away day held at a weekend.

Trustees may become a member of the Board's Finance or Governance Committees, with Committee meetings being held approximately 4 times a year. Trustees are each expected to be appointed to a Lead Trustee role, taking a particular interest in, and supporting the Board's oversight of, a specific aspect of the charity's operations.

There is also an expectation that Trustees will make themselves available from time to time to make visits to staff, volunteers and facilities as well as representing **hyh** at external functions.

Trustees are appointed for an initial three year term, which may be renewed at the end of that period.