

Trustee Candidate Information Pack

Young Devon

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Contents

1. Introduction
2. Background to the Charity
3. Job Role
4. Person Specification
5. Commitment
6. Organisational Structure
7. Application Process

1. Introduction

Thank you for your interest in Young Devon, the last few years have been an exciting time for the Charity as we have launched a new brand identity, updated website and developed a new strategic plan, one which we are currently about half-way through.

As a youth work charity we have embedded our commitment to the development of good quality relationships as core to our work. From here we build our services in ways which enable young people to face a variety of challenges with access to the help they need.

Young Devon Strategic Aims 2018



We are fortunate to have an active and engaged Board of Trustees with a range of backgrounds and expertise across the public sector, education and business. The Trustees support an executive team comprising of the Chief Executive and six Heads of Service, more information about our whole leadership team can be found on our website:

<https://www.youngdevon.org/about/our-management-team>.

As our current Chair comes to the end of their allotted term as a Trustee we are taking the opportunity to open the position to anyone interested in getting involved and making a difference to the lives of hundreds of vulnerable young people and young adults across Devon, Plymouth and Torbay.

Young Devon is a dynamic and exciting charity to be part of. We are regularly at the forefront of new ways of supporting young people. Our ability to be flexible, work in partnership with others, and develop person-centred responses for young people is what enables us to continue having an impact on so many lives. If you would like to be part of our story over the next few years, and think you have something to offer, please get in touch.

2. Background to the Charity

Our Mission: Changing the odds in favour of young people

Young Devon is the largest young people's charity in the South West, working across Devon, Plymouth and Torbay. Our mission is to change the odds in favour of young people and we've been working to make Devon a better place for young people since 1949. Each year we work

with thousands of young people, working to build quality relationships which will help them thrive.

Over the past 70 years, we have evolved a mix of interrelated services that exist to make a lasting difference in the lives of young people. We are currently one of only 100 Charities across England and Wales to be awarded the PQASSO Level 2 Quality Mark (now the Trusted Charity Mark) for our work.

The Charity currently employs more than 140 staff, many of whom work part-time, and also have a network of more than 80 host families and over 60 volunteers, student counsellors and student placements.

Whilst the theme underpinning our work is relationships, particularly how they are able to have a transformative ability on people's lives, the services we deliver fall into four key areas:

Accommodation: Through a network of more than 20 houses and 60 host families we provide long-term accommodation for young people at risk of homelessness and for young carers. At any one time we provide stable accommodation for more than 140 young people ranging from therapeutic, intensive support placement through to young people almost ready for independent living.

Wellbeing: We deliver a range of support and guidance for young people to help their overall wellbeing and their mental health in particular. From sexual health services to support to homelessness prevention to counselling and support for young victims of crime these services all revolve around our two YES (Youth Enquiry Service) centres based in Newton Abbot and Exeter.

We currently provide counselling and other mental wellbeing services to more than 200 young people every week. 94% of them progress towards their mental health goals during the time they are with the Charity.



Skills: We provide a range of skills development and mentoring to aid young people's engagement and progress in training and work. Across five centres throughout the county we work with more than 200 young people each year to achieve the qualifications they need to move to the next step. We also mentor around 80 young people at any one time.

The charity also provides a youth club where young people can take part in a range of activities to develop their personal, social and practical skills.

Voice: Part of our value-base as a Charity is that young people should have a say in the decisions that affect their lives. To demonstrate our own commitment to this principle we have a ‘Youth Council’ of more than 15 young people with lived experience of our services. This group assist the Charity by contributing to strategic discussions and development as well as taking a key role in service design, marketing and fundraising.

We also provide participation for other services, most notably supporting a partnership of NHS providers in the engagement and participation of children, young people and families in a range of mental health and children’s services.

Our celebrations

2019 was our 70th year as a charity and we were delighted to celebrate this by recognising the long-service of a number of our staff team as well as being shortlisted for a national Children and Young People Now Award for our work supporting young victims of crime.

More recently we’ve been pleased to be included in the Best Charity Organisations to work for in 2021 – as the **8th best Charity** to work for in the UK. We were also equally happy to be the 15th best employer of any kind to work for in the South West. These achievements sound fantastic (and we think they are) but the story behind the numbers is the amazing commitment and engagement we enjoy from a skilled and dedicated team of colleagues.



The past four years since launching our latest strategy (in 2018) have been a period of growth, primarily driven by our desire and ability to respond to the growing demand from young people. We have increased our staff teams from 120 to almost 200 and our turnover from £3.2M to a current forecast of £4.9M.

Our challenges

Few of the activities we carry out as a charity are unique, what sets us apart is the attempt to deliver a wraparound support to young people with a diversity of services, each of which can be complex. As a result managing teams with many different income streams and all-too-rare opportunities to bring staff together means that keeping a sense of identity as an organisation can be hard.

In common with many charities who rely heavily on Local Authority funding, finance has been a real challenge for the last decade, however, careful management and planning has ensured that we have weathered the situation so far and begun to build reserves to sensible levels (so that’s also a celebration!). As part of our response, the Charity has taken the bold step of developing a trading venture with a view to this being a sustainable income source in the long term. Developing this and ensuring safe management and the right skills to succeed require significant energy from the organisation.

Finally, and again in common with many local and national charities, we are seeing an increase in need amongst the young people we support. This is being felt both in a greater number of requests for help – particularly amongst young people with mental health concerns, although we experience waiting lists for services at times, but more often young people presenting with more complex needs. This results in pressures on ensuring services are delivered safely and staff are suitably skilled with their own welfare being well managed.

3. Job Role

Young Devon is a charity which exists to *change the odds in favour of young people* across Plymouth, Devon and Torbay. To achieve this mission we work alongside some of the most vulnerable young people in Devon to understand the barriers they face and support them in finding the right solutions. We support in excess of three thousand young people each year through:

- Mental health, wellbeing and mentoring support
- Accommodation for young people at risk of homelessness and care leavers
- Skills development and work preparation
- Championing young people's voices in decision-making

Key outcome of the role

The simplest explanation of the role of an effective board of trustees is to ensure that charity income is safely and appropriately managed and applied to the charitable purposes of Young Devon. We aim to have a board that is dynamic and challenging, which works together in the best interests of Young Devon and its beneficiaries so that we are well placed to continue our mission of changing the odds in favour of young people in Devon.

Duties of a Trustees:

Governance

- Ensure that Young Devon complies with its governing document (Articles of Association), charity law and other relevant legislation and regulations.
- Ensure that Young Devon pursues its charitable objects as set out in the governing document, applying resources exclusively to activities which meet these objects.
- Appoint and support the CEO and monitor their performance effectively.

Strategy

- Contribute actively to delivering a firm strategic direction to Young Devon, defining overall objectives, setting goals and evaluating performance against agreed targets.
- Champion the voice of young people in the development, implementation and monitoring of strategic processes within Young Devon.

Sustainability

- Contribute to the annual planning and scrutiny of financial management within Young Devon, approving annual budgets to meet the charities objects.
- Contribute to the development of long term financial planning, managing the property and assets of the organisation.
- Promote and protect the good name of Young Devon, engaging with local and national networks where appropriate.

Safeguarding

- Our beneficiaries are children, young people and vulnerable adults, every member of the organisation has a duty to embed a culture of safeguarding children and vulnerable adults across the organisation
- Give support and scrutiny to the staff and volunteer team to ensure good practice is developed and implemented.
- Ensure Health and Safety and Safeguarding regulations and relevant policies are implemented appropriately across the organisation.

4. Person Specification

Trustees should have:

- a passion for and commitment to the work of Young Devon
- willingness and ability to commit the time and effort required
- an understanding of Young Devon's values and ability to reflect these
- strategic and creative thinking skills
- the ability to make good decisions based on analysing data
- be prepared to work positively in a diverse team, being able to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

As a group the board of trustees need skills and experience in:

- financial management and income generation
- strategic planning, development and impact monitoring
- local and national public sector policy relevant to Young Devon's objects
- safeguarding young people and vulnerable adults
- human resource management and workforce development
- communications, marketing and fundraising
- legal issues relating to the objects and operations of Young Devon
- grant, trust and tender funding arrangements
- estates management
- trading subsidiaries and social enterprise
- networking and partnership development

5. Commitment

Trustees are expected to attend all board meetings which are set at times to best suit the existing group. We also have a sub-committee structure which enables the board to ensure it is delivering effective governance to key areas of the Charity's work.

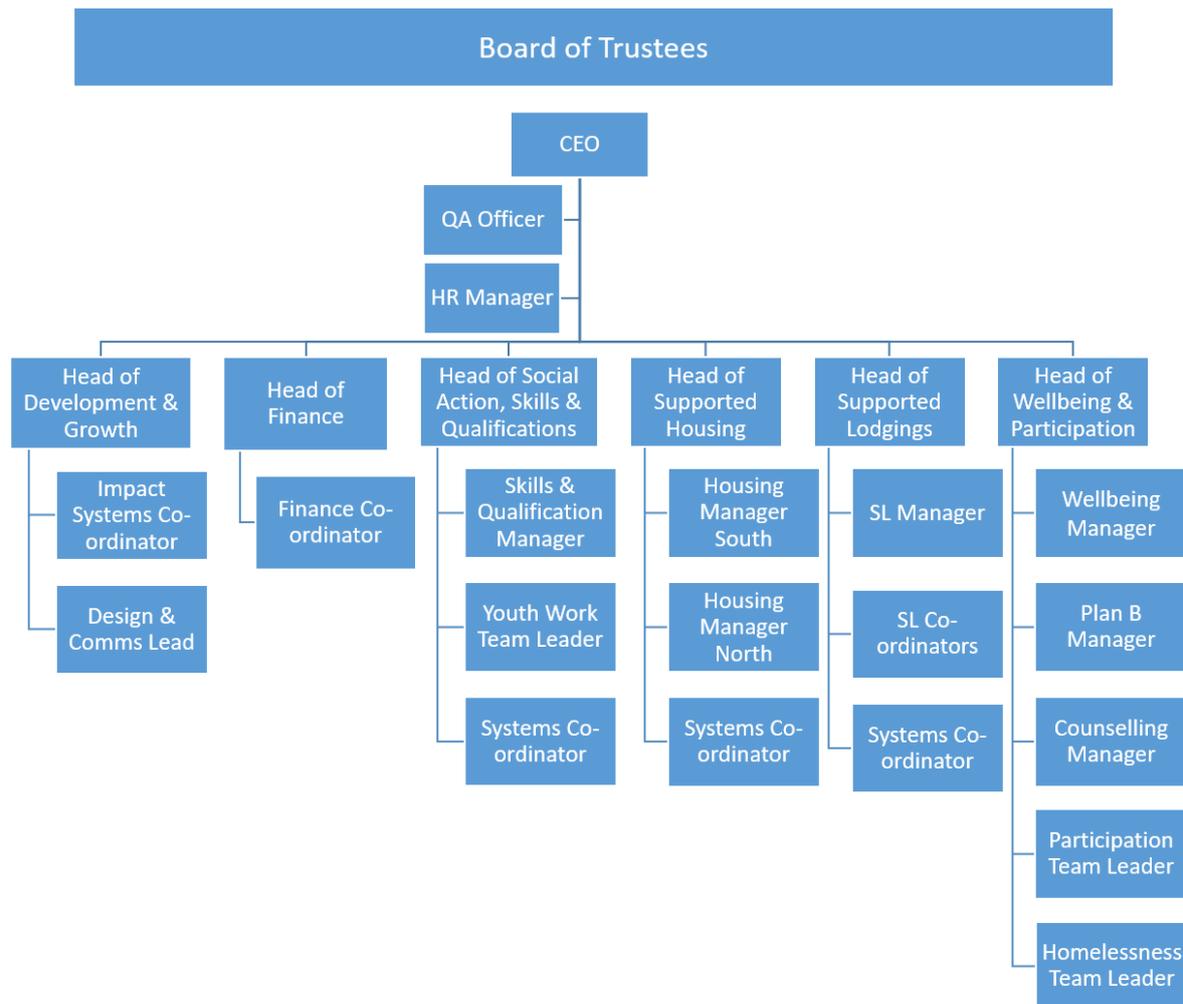
The majority of our meetings are held in Newton Abbot as a central location where we have suitable meeting rooms. We also make use of telephone and video conferencing to support engagement where possible.

Overall commitments will be agreed between individual trustees and the Chair of the board but generally include:

Activity	Commitment
Board meeting – 4 times per year	3-hour meetings with papers to read one week in advance.
Sub-committee meetings – 4 times per year	2-3-hour meetings with papers to read in advance and a report template to present to the full board along with other agreed actions.
Telephone meetings – as required	45-minute conference calls occasionally required – usually in between full board meetings.
Staff Day - once per year	1-day staff conference with a Q&A section for trustees who are able to attend for all/part of the day.
Events – depends on projects undertaken	Occasional promotional and/or young people's events – usually early evening
Task groups – as required.	Occasional working alongside staff to complete specific tasks such as policy or practice development. As fits skills, expertise and diaries.

6. Organisational Structure

The nature of the organisation is such that we frequently develop new projects or take on new areas of work, either short-term or for a period of a few years. This means that the organisational structure and staff numbers can vary from year to year. However the headline structure as it currently stands was created to align working practice to our strategic aims.



7. Application Process

If you are interested in the position of Chair of Trustees, or interested in a Trustee role and not the Chair's position, please send a letter of application to info@youngdevon.org along with an up to date CV.

In your letter please clearly state whether you are interested in the position of Chair of Trustees and outline the following:

- a. Your motivation for applying for the position of Chair or Trustee.
- b. Your experience in overseeing organisations at a strategic level.
- c. Your experience of managing challenging meetings and difficult decisions to a positive outcome.
- d. Any knowledge you have of young people's services and/or Charity governance.

e. The added value you would bring to Young Devon.

If you would like to have an informal conversation about the work of Young Devon and find out any more about the role please contact us at info@youngdevon.org and we will organise a time for you to talk with our CEO or one of our Trustees.

Thank you for taking the time to consider supporting Young Devon, we look forward to hearing from you.