

Board of Directors

Application Pack

## All applications must be submitted by 12 noon on Friday 24th March 2017

Introduction

Youthlife is a charitable company limited by guarantee and registered with the Charity Commission for Northern Ireland. Governance of Youthlife is the responsibility of a voluntary Board of Directors. The Directors have ultimate responsibility for the financial wellbeing and strategic direction of the organisation and must ensure compliance with Charity and Company Law, funders’ requirements and good practice standards. The skills and backgrounds of the Board members provide a range of competence and experience necessary to carry out these responsibilities effectively.

We are seeking to recruit new members to the Board of Youthlife, to ensure that the organisation continues to grow and develop in effectiveness and sustainability. We are also seeking to enhance the gender and cultural diversity balance on our Board. All prospective new Board members must above all be committed to the purpose and ethos of Youthlife, which is outlined in our Governing Documents as follows:

The relief of hardship caused to children and young people aged 5-25 years by bereavement and family breakdown, through Counselling and support, without distinction of age, gender, disability, sexual orientation, nationality, ethnic identity, political or religious opinion.

About Youthlife

Youthlife was established in 1992 and now responds to over 200 referrals per year from GPs, Social Services, Schools, family support organisations, parents and carers. We provide 1:1 and group support delivered by qualified Counsellors, to help children and young people to safely express their feelings about their changed family situation and to learn the most effective coping skills for their age and personal circumstances. We also respond, as resources allow, to requests from Schools and youth organisations for short programmes of support for young people where a group has been affected by bereavement or loss of a significant person. We provide accredited Peer Mentoring training for young people aged 16-25 from across the community, to prepare and support them for helping other young people. Youthlife is also involved in a number of expert panels with colleagues from voluntary agencies and statutory services. This co-operative working helps ensure that all children and young people affected by bereavement and loss in our community get ‘the right support from the right person at the right time’.

Tasks of the Board of Youthlife

The main tasks of the Board can be grouped under three areas of activity:

* Providing Leadership
* Decision-making
* Learning and Developing

Providing leadership involves continual evaluation and review of how the Company is achieving its overall vision and mission. Action Planning at regular intervals is used within Youthlife to set objectives and determine the pace of current operations and future development. Leadership means leading strategic development, evaluating present and future opportunities, threats and risks, both internally and in the external environment. Leadership also means ensuring that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice as a BACP-registered provider of Counselling services.

Decision-making involves Board members determining strategic objectives and agreeing the means to pursue, implement and support these. Board members also decide the authority delegated to Management, determine monitoring criteria and ensure that internal controls are effective.

Learning and Developing involves maintaining an overview of Youthlife’s activities, an understanding of the legal and policy matters impacting on our work and an awareness of the interests of relevant stakeholders. As a Board member of Youthlife, you will be able to avail of personal and professional development opportunities during your tenure and to develop further professional networks.

Applying to join the Board of Youthlife

Please consider the role descriptions and person specifications below. To register your interest, please complete the application form and return it to:

The Chairperson of the Board of Youthlife

23 Bishop Street

Derry/Londonderry

BT48 6PR

By 12 noon on Friday 24th March 2017

Selection process

You will receive additional information about Youthlife, including a copy of our Memorandum and Articles of Association and the latest financial statement and annual report.

You may be invited to meet with members of Youthlife Board of Directors to provide a mutual opportunity to learn more about each other.

Youthlife is committed to equal opportunity and the selection of Board members will reflect fair practice in recruitment and selection of voluntary posts. Although this will be an informal meeting, there will be standardised questions which will be put to each prospective Board member. You will also be asked to provide contact details for two unrelated referees.

Please let us know if you require disability access or any additional support for this meeting.

An invitation to join Youthlife’s Board of Directors will be made to the individuals who best meet the requirements of each role description and best demonstrate that they possess all the skills and qualities in the person specification for each voluntary role.

The roles will also be subject to an Access Ni check

Exclusions

Individuals are excluded from being a member of a Board of Directors of a charity in Northern Ireland if they:

Are under 18 years of age

Have been declared bankrupt within the last twelve months or are under an order of sequestration, a debt relief order or a debt relief restrictions order

Have entered into an agreement with creditors, for example an individual voluntary arrangement (IVA), and this has not been discharged

Have been previously removed from trusteeship of a charity by the Charity Commission for Northern Ireland, the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator, or the Courts, on the grounds of misconduct or mismanagement

Are under a disqualification order under the Company Directors Disqualification Act 1986, or The Company Directors Disqualification (NI) Order 2002

Have been convicted of an offence involving deception or dishonesty (unless conviction is spent)

Have any financial interests in conflict with those of Youthlife, either in person or through family or business connection, except those which you will formally notify Youthlife of in a conflict of interest statement.



**Youthlife Treasurer Role Description**

**Role Title:** Treasurer

**Direct Report:** Works closely with the Chair, Manager and the board of Directors.

**Background:** Finance, Strategy and Governance, Fundraising, Legal, Risk.

**1.0 Role Summary**

* Monitor the financial standing of the charity and reports to the Board and Manager regarding cash-flow forecasting, income streams, out-going expenses and the overarching strategic management of the organisation’s financial resources.
* Oversee the charity’s financial risk-management process and report financial health to the board of trustees at regular intervals.
* Acts as a counter signatory on cheques and applications to funders and ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
* Liaising with external auditors on financial issues and ensuring that the organsiation’s finances are responsibly managed/invested for the betterment of the organisation’s work and for the beneficiaries it serves.

1. **Main Responsibilities of the Treasurer**

**In relation to Finance**

Budgeting and strategic financial planning

* Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
* Oversee planning/budgeting processes in participation with the Board and constructively challenge where required.
* Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
* Create greater transparency and accountability to improve resource allocation and charity’s image by adding specific measures as per SORP guidelines.

Management Reporting

* Ensure a high standard of management accounting is maintained in order to safeguard assets.
* Liaise with Finance Officer and Board of Directors to prepare and produce management accounts regularly.

Statutory Financial Reporting

* Board level liaison with external auditors on specific issues in the auditing process and related board representations.
* Guide and advise fellow Directors to formally approve the annual report and audited accounts.
* Explain technicalities of accounts in plain language which is fully understood by the Directors.

Reserves Policy

* Develop reserves policy and safeguard the organisation’s finances.
* Keep the board informed of free reserves position regularly and advise to cope with changing circumstances.

**In relation to Governance**

* Lead the Board’s duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
* Chair finance committees in line with standing orders and terms of reference and reporting findings/developments back to the Board of Directors.
* Advising on the financial implications of the charity’s strategic plans and overseeing the charity’s financial risk-management process.
* Lead in the development and implementation of financial reserves, cost management and investment policies.



**Youthlife Treasurer Person Specification**

**Essential**

* Qualified accountant with demonstrated commercial awareness and knowledge.
* Knowledge of charity SORP and impending changes.
* Competent use of IT skills.
* Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
* Analytical and evaluation skills, demonstrating good judgement.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* Good communication and leadership skills

**Desirable**

* Demonstrated knowledge and experience of charity fundraising and finance practices.
* Dedicated to the organisation’s cause and objectives and willing to act as the charity’s ambassador to external bodies, charities and companies.
* Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
* A team-oriented approach to problem solving and to management.

**4.0 Time Commitment**

* The Board currently meets at least 10 times a year and the Treasurer is expected to be available 8 times in a year
* Attendance at award meetings or fundraising meetings is optional

**5.0 Location**

* Board meetings are held at the organisation’s premises:

**Youthlife Human Resources**

**Voluntary Director Role Description**

**Role Title:** Human Resources Voluntary Director

**Direct Report:** Chair and Board of Directors

**Background:** A general background in Strategy, Governance, Finance, HR, Legal.

**1.0 Role Summary**

* Committed to ensuring highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition as well as staff and volunteer development.
* Assessing risks and measuring the impact of HR interventions in the light of changing legal requirements and best practice.
* Implementing company policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.
* Ensuring long-term strategic oversight of the organisation’s personnel and staffing requirements in relation to the overarching goals of the charity.

**2.0 Main Responsibilities of the Youthlife Voluntary HR Director**

* To review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the Board of Directors
* To actively contribute to policy setting, strategic direction, goal and target setting, and evaluate performance against targets, budgets, plans and charitable objectives
* To ensure that HR activities and interventions are linked to the company’s charitable objectives and complement the organisational culture
* To ensure the Board of Directors monitors and reviews the performance of the company’s Manager, and identifies appropriate development opportunities
* To monitor the financial position of the charity and its operations within its means and objects, making sure that there are clear lines of accountability for day-to-day financial management
* To monitor whether the service complies with its governing document and standards and if the needs of the beneficiaries are being met



**Youthlife HR Voluntary Director Person Specification**

**Essential**

* Experience of performance management, HR/employment law issues and implementing them contextually
* Willingness to actively participate in discussions concerning needs of company’s beneficiaries, staff and the trustee board
* Willingness to act in the best interest of the charity while adhering the Nolan principles of public life
* Sound, independent judgement and ability to think creatively
* Working effectively as a team member and demonstrating a willingness to learn and develop

**Desirable**

* Strong intellectual and analytical ability; innovative thinker and ability to focus on issues requiring action
* Experience in financial management and social media
* Experience in the charitable or voluntary sector
* Experience of charity law and governance

**4.0 Time Commitment**

* You may be required to attend six to ten Board meetings annually.
* You may also be a sub-committee member and attend specific meetings



**Youthlife Board Member Role Description**

**Role:**  Member, Board of Directors

**Reports to:** Chair of the Board

**Background:** Each Director is expected to use their specific skills, knowledge or experience to help the Board reach decisions

**Role Summary:**

To contribute to the strategic direction of Youthlife and have equal legal responsibility with other Board Members for all actions of the charity

1. To formulate the aims of Youthlife and monitor progress against these

2. To ensure that the policy and practices of Youthlife are consistent with its aims and objectives

3. To ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

As a Director of Youthlife you will:

* Help shape the future success and sustainability of the organisation in meeting the emotional and psychological needs of local children and young people who have been affected by bereavement, loss and separation.
* Contribute to establishing the organisation’s policies, practices and activities and ensuring that the organisation remains responsive, innovative and relevant.
* Ensure that the organisation pursues its objects as defined in its governing document, charity law, company law, BACP Ethical Guidelines, Funders Terms and Conditions and other relevant legislation/regulations.

**Main Responsibilities:**

**1. In relation to the Board**

* To work together with a diverse group of other Board members to set the strategic mission, vision, values and long term objectives for Youthlife and monitor progress in achieving this through delivery of the Action Plan
* To use personal experience and expertise to assist in the consideration of the strategic direction and the opportunities and challenges facing the organisation
* To ensure that you and other Board members have an understanding of roles and responsibilities and the relationship with funding and regulatory organisations
* To maintain strict confidentiality in all matters related to the organisation
* To ensure that Youthlife complies with its governing document and relevant legislation, regulations, charity law and company law.
* To ensure that Youthlife applies its resources only in pursuance of its objects as detailed in its governing document
* Understand your legal responsibilities in relation to:
  + - the employment of paid staff.
    - conformance with child protection law and policies.
    - conformance to health and safety regulations.
    - compliance with British Association of Counselling & Psychotherapy (BACP) guidelines
    - ensuring adequate insurances are in place.
    - ensuring that internal controls are effective
* Devote the necessary time and effort to regularly attend and participate in meetings and familiarise yourself with the Standing Orders of the organisation and any Sub Groups’ Terms of Reference

**2. In relation to the Youthlife Manager**

* To, through the Chair, assist and support the Manager
* To be involved in the appointment and monitoring of the Manager.
* To appropriately delegate operational responsibility to the Manager and staff team
* To work with the Manager to establish and review policies to govern organisational activity, providing guidance for staff, systems for reporting and monitoring, and upholding an ethical framework for all those who work for or on behalf of the organisation

**3. In relation to the community and code of conduct**

* To understand and be committed to the mission of Youthlife.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To keep informed of the activities of the organisation and wider issues which affect its work.
* To give firm strategic direction to Youthlife, setting overall policy, defining goals and targets, and evaluating performance.
* To use personal experience and expertise to assist in the consideration of the opportunities and challenges facing the organisation
* To ensure the finances are properly managed and that resources are used efficiently and economically
* To agree fundraising strategies, review documents and meet with funders as appropriate
* To ensure that the organisation is a responsible and fair employer
* To ensure that all the activities of Youthlife uphold Equality and Diversity legislation and to be proactive in promoting diversity within Youthlife



**Youthlife Board Member Person Specification**

**Essential**

* A commitment to the Youthlife organisation, its values and ethos
* A willingness to devote the necessary time and effort to the organisation
* A willingness to share your experience, knowledge and skills
* An ability to work effectively as a member of a team
* Ability to maintain strict confidentiality in all matters related to the organisation
* Objectivity, accountability, openness, honesty, confidentiality

**Desirable**

* Qualified in Counselling/Psychotherapy
* Prior experience of working as part of a Board

**Time Commitment**

* The term of office for Board members is 3 years, after which members may choose to stand down or undertake a second term
* Prepare for and attend monthly Board meetings – at least eight per year.
* Participate in other tasks as arise from time to time, for example helping with fundraising, promotion, marketing, receiving guests.
* Attend induction training
* Attend the Annual General Meeting

**Support in this Role**

As a Board member you will be offered:

* Full induction training covering background information and the work of the Board of Youthlife.
* Additional training as necessary to fulfil your role more effectively.
* Out-of-pocket expenses can be reimbursed for travel to and from meetings, or in the course of voluntary work

As a Board member you have the right to:

* Accurate, timely information.
* Be heard.
* Be consulted.
* Respect and loyalty from Board colleagues and Youthlife staff

Youthlife Board of Directors

# APPLICATION FORM

Please take time to read the role descriptions, person specification and other information provided.

|  |  |
| --- | --- |
| **Surname** |  |
| **First name** |  |
| **Year of Birth** |  |
| **Address** |  |
| **Contact phone** |  |
| **Email** |  |

Please indicate which position(s) you are applying for and fill out the relevant sections of the application form (you may apply for more than one):

|  |  |  |
| --- | --- | --- |
| **Board of Directors Member** | Yes/No | Fill out sections 1&2 |
| **Board of Directors Member – therapeutic expertise**  (Counsellor or Psychotherapist/Applied knowledge of Children and Young People’s health & well-being current practice, challenges & opportunities) | Yes/No | Fill out sections 1&2  and section 3 |
| **Board of Directors Member – HR expertise**  (Specialist expertise in Human Resources ) | Yes/No | Fill out sections 1&2  and section 4 |
| **Treasurer**  (Specialist expertise in Accounting/ Financial management) | Yes/No | Fill out sections 1&2  and section 5 |

Please confirm the following before proceeding with your application:

🗆 I am over 18 years of age.

🗆 I have not been declared bankrupt within the last twelve months nor am I under an order of sequestration, a debt relief order or a debt relief restrictions order.

🗆 I have not entered into an agreement with creditors, for example an individual voluntary arrangement (IVA), which has not been discharged.

🗆 I have not been previously removed from trusteeship of a charity by the Charity Commission for Northern Ireland, the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator, or the Courts, on the grounds of misconduct or mismanagement

🗆 I am not under a disqualification order under the Company Directors Disqualification Act 1986, or The Company Directors Disqualification (NI) Order 2002

🗆 I have not been convicted of an offence involving deception or dishonesty (unless conviction is spent)

🗆 I do not have any financial interests in conflict with those of Youthlife, either in person or through family or business connection, except those which I will formally notify Youthlife of in a conflict of interest statement.

|  |
| --- |
| **SECTION 1: BACKGROUND** |
| **1.1 Employment History:** Please set out your employment experience over the past 10 years, giving details of dates, your employer and a brief outline of your role and responsibilities. Note: If paid work experience is not relevant then please tell us about any volunteer roles. |
|  |
| **1.2 Knowledge and experience of the voluntary and community sector:**  Please provide information with dates of any previous/current experience of involvement with voluntary, community and social enterprise organisations |
|  |

|  |
| --- |
| **SECTION 2: DIRECTOR ROLE** |
| Please provide information, giving clear examples, how you consider your knowledge and experience would contribute to meeting each of the following requirements relevant to the role of a Director of the Youthlife board. |
| 2.1. Good leadership skills and a track record of having operated at a strategic level |
|  |
| 2.2. Knowledge & experience of strategy development and implementation |
|  |
| 2.3. Experience of involvement as a Director at a Board level of a public, voluntary, community or social enterprise organisation |
|  |
| 2.4. Good communication and interpersonal skills |
|  |
| **SECTION 3: DIRECTOR ROLE – Specialist Therapeutic expertise** |
| If you are applying for the Director Role (with applied knowledge of , Counselling or Psychotherapy, which may include knowledge of Children and Young People’s health & well-being current practice, challenges & opportunities), please complete the following question providing information and giving clear examples of your knowledge and experience |
| 3. 1. Knowledge and experience of Counselling or Psychotherapy |
|  |
| 3.2. Knowledge & experience of Children and Young People’s health & well being policy and practice |
|  |
| **Section 4: DIRECTOR ROLE – Specialist HR expertise** |
| If you are applying for the Director Role (with applied knowledge of Human Resources Management), please complete the following question providing information and giving clear examples of your knowledge and experience |
| 4.1 Knowledge and experience of Human Resources policy and practice |
|  |
| **Section 5: TREASURER ROLE** |
| If you are applying for the Treasurer Role, please complete the following questions providing information and giving clear examples of your knowledge and experience |
| 5.1 Please provide details of your experience over the past 10 years in Accountancy or Financial Management |
|  |
| 5.2 Please provide details of any experience or knowledge of Financial Management in a charitable or voluntary sector environment |
|  |

Please note if you are selected for interview you will be required to provide two referees who can provide us with character references for you.

I confirm that the information contained in this application is correct.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Once completed please return this form to:

The Monitoring Officer

Youthlife

23 Bishop Street

Derry/Londonderry BT48 6PR