



Trustee Recruitment Information

NCYC is the working name of Neston Community Youth Centre Ltd
Registered Charity No: 1117890 and Company Limited by Guarantee No: 06052346
Registered Office: Neston Community Youth Centre, Burton Road, Neston, CH64 9RE

NCYC Trustee & Director

NCYC is looking to expand its Board of Trustees. We are seeking up to four members to join our board and make a significant difference to our organisation and the community we serve. For the purpose of the Companies Act 2016, Trustees are also Company Directors.

What are we looking for?

We are looking for people who share our vision and we want you to feel excited and passionate about the difference you can make by joining our Board.

You will have;

- A strong commitment to NCYC's Vision
- A strategic perspective and the ability to prioritise between competing demands
- Willing and able to commit the time required
- Have good/independent judgement
- The ability to monitor and assess organisational performance and key risks
- Good listening skills and an understanding of how to add constructively to discussions.
- A willingness to challenge respectfully when necessary
- An eagerness to build new relationships and become part of our team

We are looking for people who care about our community and have energy and enthusiasm to support the organisation on our journey.

We are especially looking for **potential trustees** with skills or experience in the following areas:

- Fundraising/income generation
- Commercial property management
- Communications
- Sustainability
- Legal
- Finance

We are very keen to broaden the diversity of our board to ensure that the voices around the table reflect and understand the communities we exist to serve. This means that we welcome applications from under-represented groups.

What will you be doing?

- Our board meet every month for 2 hours.
- Trustees give direction, guidance and support to NCYC's CEO and workforce but **do not** manage day-to-day operations.
- Trustees represent and champion the interests of local people, and you will ensure that NCYC's vision is kept as the central focus for the board – shaping both what gets done and how it's approached.

What difference will you make?

You will be part of the board of directors for NCYC, vital to the shaping and strategy of what we do, where you will have a say on what direction you think is best for the organisation to make the most difference in our local community.

In your role as an unpaid trustee, you will complement the board, bringing skills that will benefit the organisation: thinking and planning strategically; assessing the quality of the organisation's work; shaping future priorities; checking that key risks are being suitably managed; and helping to build and sustain key relationships.

What's in it for you as a volunteer?

Volunteering as a trustee at NCYC will give you a unique opportunity to support a growing charity and make a real difference in our local community. Together with building your breadth of experience operating in the charitable sector with an established board.

You will find yourself motivated to achieve goals and continue the work this organisation was established for.

Trustees are directors of the charity, therefore are registered as such have a limited liability for its performance of £1 as set out in our governing document.

Applying

If you are interested in becoming a Trustee, please email a CV with your full name and contact details, together with a note that explains what particularly attracted you to this role with NCYC.

There will be a formal process of appointment, including involvement of a group of stakeholders.

If you would like more information or an informal discussion, please contact Rachael Furey, Chief Executive by email rachael@nestoncyc.org.uk

NCYC Trustee Role Specification Role Description

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document and provides public benefit.
- To ensure that the organisation uses its resources exclusively in pursuance of its objects:
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed objectives and targets.
- To safeguard the reputation and values of the organisation.
- To ensure the effective and efficient administration and running of the organisation.
- To ensure the financial stability and sustainability of the organisation.
- To protect and manage the assets and property of the charity and to ensure the proper investment of the charity's funds.
- If the charity employs staff, to appoint a chief executive officer, support him/her in the role and monitor his/her performance.
- With fellow trustees to set the remuneration of the chief executive officer (and senior members of staff).

Other duties

In addition to the above duties, each trustee should use any specific skills, knowledge, experience, and perspectives they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Contributing to other issues in which the trustee has special expertise.

NCYC Trustee Role Specification Trustee person specification

- Commitment to the organisation.
- Ability to act in the best interest of the organisation
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgment.
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding the acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Collegiality – an ability to work effectively as a member of a team.
- Complying with the trustee code of conduct and demonstrating selflessness, integrity, objectivity, accountability, openness, honesty and leadership.