

YMCA LINCOLNSHIRE

Chair of the Board of Trustees Recruitment Pack

YMCA

Here for young people
Here for communities
Here for you



A Message From Our Board of Trustees

Our local charity is proud to be part of the wider YMCA Federation, the largest and oldest youth, community and faith-based movement in the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide organisation spanning 119 countries.

YMCA Lincolnshire has been independently active in our county for over 155 years. We work in five key areas which are: Early Years Education, Youth, Emergency Accommodation, Housing and Communities. We also run retail, conferencing and climbing facilities to help fund our services in Lincolnshire. Our work reaches children, young people, vulnerable adults and isolated communities, helping people to belong, contribute and thrive. We currently provide 170 supported and emergency accommodation units across the city of Lincoln, supporting 400 individuals at risk of homelessness each year.

Welcome to YMCA Lincolnshire

At YMCA Lincolnshire we are committed to fostering a truly equal and inclusive environment where everyone is welcomed, valued, and supported to reach their full potential. We value diversity in our organisation and recognise the continuing challenge to maintain diversity at the Board, for example in terms of gender, age, ethnicity and perspective. Our goal is for the board to become more closely representative of our beneficiaries and local communities in all these aspects.

We are also committed to ensuring the Board makes decisions with full knowledge, empathy and understanding of the needs of our beneficiaries. A lived experience of the social issues we work to address is seen as a bonus to help shape our mission. Our Board is currently compiled of 15 Trustees with a variety of different skills and experiences, so we require a strategic and inclusive leadership with the ability to unite people around a shared purpose.

A strong Chair of the Board of Trustees will provide clear leadership, sound judgement and a deep commitment to our organisations mission. The Chair creates the conditions for effective governance by ensuring that the Board works strategically, collaboratively and with accountability.

We are looking for a Chair that will build trusting relationships with fellow trustees, the staff and members that fosters an inclusive environment for different voices to be heard. The role of a Chair is a one of high-level strategic governance, not operational leadership so a good relationship with the Chief Executive and the senior leadership team is essential.

We hope this pack and our website www.lincsymca.co.uk answer any questions you may have about our charity.



Our Purpose

“To ensure that people and communities across the county have the opportunity to belong, contribute and thrive so that they feel safe valued and fulfilled.”

Our Values

Compassionate

Committed to empathy, high-quality listening and understanding of those that we work alongside.

Person-centred services built upon solid foundations of trust, respect, and open and effective communication.

Compassion will be evidenced in what we do, what we say and how we say it.



Brave

Open to new and innovative ideas, and having the courage to explore them.

Courage to speak up and speak out, particularly against injustice and inequity.

Not being afraid to challenge the way we have always done things, in order to be the best we can be.



Collaborative

We will bring together individual expertise, experience and resources to identify and deliver great work with those most in need.

Continually identifying opportunities for meaningful partnerships to increase the impact, reach and longevity of our work.

Great results come from working together and not just in our own 'box'.



Supportive

An environment of safety and security where people experience genuine human connection, care and support that helps them thrive emotionally, socially and mentally.

Encourage and support people to achieve their goals and aspirations.

Having systems in place to support the work we do - to help people to achieve their best version of themselves.



Our Principles

Rooted in, and acknowledging our Christian foundations, our five principles guide us in fulfilling our purpose while fostering a people-centred culture that values, supports, and recognises the dedication of all employees and volunteers.

Principle 1: We are one team delivering a shared purpose.

Principle 2: All people are valued and their contributions are recognised.

Principle 3: We are inclusive; recognising and celebrating the positive benefits that diversity and difference brings.

Principle 4: We encourage openness and transparency at every level.

Principle 5: We support, enable and promote the health, safety and wellbeing of all; balancing the demands of the working environment and an individual's personal life.

About Us and What We Do

Tackling Homelessness

YMCA Lincolnshire believes homelessness is not inevitable. However, when it does occur, we offer a holistic service that puts the individual at the centre and delivers a pathway to independence. Our service fosters a community where everyone has access to a safe place to stay, hope and a path to a better future.

We provide supported and emergency accommodation across Lincoln for adults with complex needs. Our person-centre approach helps people build confidence and move towards independent living. Our ambition is to break the cycle of homelessness through the provision of safe spaces, services that support everyone's journey of recovery and growth as well as programmes that focus on future long-term prospects for independence. Our housing options include emergency accommodation with meals, hostel support accommodation, communal sites, shared and individual housing as well as community outreach.

We have two major capital projects which will require strategic support from our Board of Trustees in line with our Tackling Homelessness Strategy. One of these projects includes a redevelopment of one of our supported housing locations into affordable single person accommodation to ensure that there is effective move on pathways in a supportive and progressive environment. The other project is looking to extend our Tackling Homelessness services out to Skegness and provide supported accommodation to individuals in the area.



Early Years Education

YMCA Lincolnshire operates five nurseries providing some of our youngest beneficiaries with quality early years education. Our nurseries are based around the county; Beginnings and Honey Pot in Gainsborough, Woodlands in Birchwood Lincoln, Mini Movers in Moorland Lincoln and Qwackers in Alford. We work closely with local children's services to support vulnerable, at-risk, and in-care children and babies to provide Early Years Childcare Support.

Youth Services

We provide a range of open access youth clubs, sports clubs, activities and focused delivery to children with special educational needs and social action initiatives. We have two youth clubs in the City of Lincoln; one based at The Showroom on Tritton Road and St. Giles Youth Centre.

In partnership with the Royal Air Force and RAF Benevolent fund, we operate airplay, a year-round programme of activities for RAF Children and Young People. We run weekly clubs at RAF Coningsby, Cranwell, Digby and Waddington plus some activity in Scampton through this programme. We also operate sessional Youth Clubs in rural areas across the County.



Health and Fitness

At the Showroom Climbing Centre we offer a variety of sessions for all grade, styles and abilities. In our Activity Centre we aim to create a fun, safe and encouraging environment where young people can develop and thrive.

Community Development

We have a dedicated Community Development Service. This team supports Community empowerment and resilience through activities, projects and service provision. We are Lincolnshire's member of Action with Communities in Rural England. We also provide advice and support to Community buildings/village halls across the county and champion the vital role they play as rural community assets.

Retail

We have two charity shops in the city, one on Moorland Avenue and another on Burton Road. They are at the heart of their communities, offering affordable goods, welcoming volunteers, and bringing people together. Every penny raised goes directly to supporting YMCA Lincolnshire's Services.



INTRODUCTION TO THE CHAIR OF THE BOARD OF TRUSTEES ROLE

Main Purpose of the Role

- The Chair of the Board of Trustees provides leadership to the Board and works closely with the Chief Executive Officer to ensure YMCA Lincolnshire is well governed, financially sustainable and focused on delivering its charitable mission and strategic objectives.
- The Chair is responsible for ensuring the Board operates effectively, complies with its legal and regulatory responsibilities, and maintains a positive, constructive relationship with the CEO and wider leadership team. The Chair also acts as an ambassador for YMCA Lincolnshire and promotes its values, vision and impact externally.

Safeguarding

YMCA Lincolnshire requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and to respond proactively to safeguarding concerns. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Asylum and Immigration Act 1996

Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy YMCA Lincolnshire that the Asylum and Immigration Act 1996 is being complied with.

General Data Protection Regulation

Please note that it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be securely destroyed. If you are successful in your application, in accordance with GDPR, we will keep your personal data whilst you are fulfilling a Trustee or Committee Member role with us, and for 6 years after you have left.

Role Title Chair of the Board of Trustees

Duties

Leadership and Governance

- Lead the Board of Trustees in fulfilling its responsibilities for the governance and strategic direction of the organisation.
- Ensure the charity operates in accordance with its governing document, charity law and relevant regulations.
- Promote high standards of governance and ensure Trustees fulfil their duties and responsibilities effectively.
- Foster a culture of openness, accountability, inclusion and collective decision-making.
- Ensure the Board promotes a positive culture consistent with YMCA values, equality, diversity and inclusion.
- Ensure the Board regularly reviews its effectiveness, structure, succession planning and skills mix.
- Facilitate constructive challenge and collective decision-making amongst Trustees.
- Develop and maintain effective working relationships between the Board and its committees, including regular liaison with Committee Chairs to ensure appropriate oversight, communication and accountability.
- Ensure YMCA Lincolnshire maintains compliance with YMCA England and Wales Federation requirements, standards and expectations.

Duties

Board Management

- Chair meetings of the Board of Trustees effectively and ensure balanced participation and robust decision-making.
- Work with the Chief Executive Officer to develop appropriate agendas and ensure Trustees receive timely and relevant information.
- Ensure decisions taken at Board meetings are implemented and monitored appropriately.
- Support the recruitment, induction, development and appraisal of Trustees.
- Encourage Trustees to contribute their skills, experience and networks to benefit the charity.
- Ensure Trustees receive appropriate advice, training and ongoing development relating to their role.
- Work closely with Committee Chairs to ensure committees operate effectively, report appropriately to the Board and support the organisation's strategic objectives.
- Provide oversight of Board and committee succession planning, including supporting the effective implementation of Trustee and Chair term limits in accordance with governing documents and best practice.
- Ensure there are clear arrangements for delegated authority, including the appropriate use of Chair's Action powers for urgent decisions required between scheduled Board meetings.

Duties

Strategic and Organisational Leadership

- Support and provide constructive challenge to the Chief Executive Officer in achieving the mission and strategic objectives of YMCA Lincolnshire.
- Ensure the organisation has clear strategic priorities and appropriate systems to monitor performance and impact.
- Maintain oversight of the organisation's financial health, sustainability and effective use of resources.
- Ensure appropriate oversight of safeguarding, health and safety, compliance and risk management arrangements.
- Ensure the organisation's financial dealings are prudently and systematically accounted for, independently audited and publicly available where required.
- Maintain oversight of the organisation's fundraising strategy, sustainability and associated risks, ensuring appropriate governance and accountability arrangements are in place.

Relationship with the Chief Executive Officer

- Build and maintain a strong, open and supportive working relationship with the Chief Executive Officer.
- Provide guidance, support and regular appraisal for the Chief Executive Officer.
- Act as a key point of communication between the Board and executive leadership.
- Support and appraise the Chief Executive Officer, providing both encouragement and accountability.

Duties

Chair's Action and Emergency Decision-Making

- In exceptional circumstances, exercise delegated Chair's Action powers to make urgent decisions on behalf of the Board between scheduled meetings where delay would not be in the charity's best interests.
- Examples may include legal or regulatory deadlines, safeguarding matters, operational crises or urgent financial decisions.
- Ensure any decisions taken under Chair's Action are proportionate, properly documented and reported to the Board at the earliest opportunity.

Ambassadorship and Representation

- Act as an ambassador and advocate for YMCA Lincolnshire internally and externally.
- Support the development of effective partnerships, stakeholder relationships and community engagement.
- Represent YMCA Lincolnshire with key stakeholders, partners, funders and the wider community.
- Promote the values, vision and work of the charity at appropriate events and meetings.
- Act as an authorised spokesperson for YMCA Lincolnshire where appropriate, working with the Chief Executive Officer to support effective media handling, reputation management and crisis communications.

PERSON SPECIFICATION

The Chair of the Board of Trustees should be able to demonstrate:

- Strategic leadership experience and sound judgement.
- Strong communication, facilitation and interpersonal skills.
- An understanding of charity governance and fiduciary responsibilities.
- The ability to build effective relationships and encourage collaboration.
- Commitment to the values, mission and ethos of YMCA Lincolnshire and the wider YMCA movement.
- A commitment to equality, diversity and inclusion.
- Commit sufficient time to carry out the responsibilities of the role effectively, including preparation for Board and committee meetings, stakeholder engagement and ad hoc responsibilities.
- Integrity
- An understanding and acceptance of the legal duties and responsibilities of trusteeship, as set out by the Charity Commission
- An ability to think creatively

The Board of Trustees will require the following skills and experience from amongst its members:

- Target setting, monitoring and evaluation of performance and programmes in non-profit making organisations
- Financial management
- Equality, inclusion and community engagement
- Legal matters (charity, employment, company law etc)
- Fundraising
- Recruitment and personnel management
- Public relations
- Marketing
- Information and communications technology
- Training, education and learning
- Lived experience in a social issue we work to address

TERMS OF APPOINTMENT

Remuneration

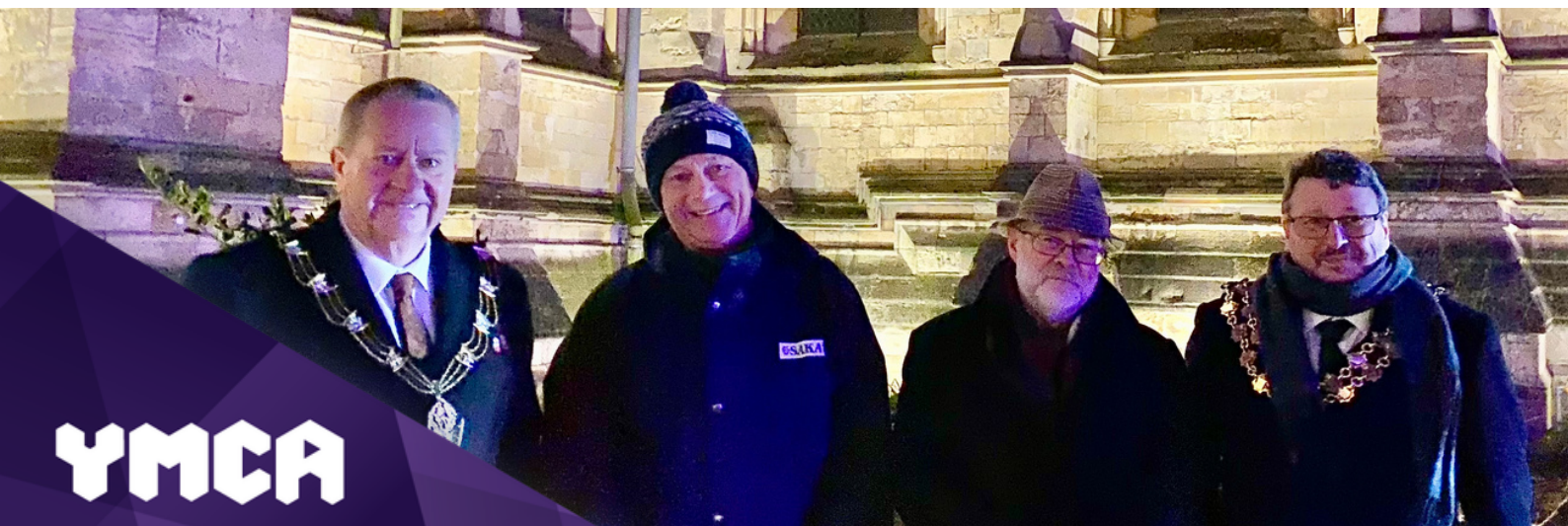
All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed in line with the Trustee Expenses Policy.

Duration

All appointments are for an initial three-year term, renewable by agreement with the Board for a maximum of two further three-year terms.

Commitment Requirements

- Quarterly Board meetings that are held on weekdays, starting at 4pm and typically finishing at 6pm.
- Ad hoc Saturday Strategic Sprint days (Held locally) these usually run 9am-2pm.
- Commitment to preparation for meetings by reading Board papers and keeping up-to-date with any changes or events upcoming for YMCA Lincolnshire.
- Board meetings are held at The Showroom, Lincoln. We ask that meetings are attended in person, but meetings are held where circumstances dictate via Microsoft Teams.



As part of the Trustee Recruitment Process the following checks must be undertaken:

- Search on the register of disqualified directors at Companies House and the list of persons removed as a Director by the Charity Commission to ensure that the applicant has not been disbarred from Directorship or been declared bankrupt.
- Asylum and Immigration Act 1996 Check.
- Two personal References.
- A DBS check (disclosure and barring service).

Recruitment of People with Criminal Records

YMCA Lincolnshire is committed to fair, inclusive and safer recruitment practices and to safeguarding the welfare of the children, young people and adults at risk who use our services.

As an organisation using the services of the Disclosure and Barring Service (DBS), YMCA Lincolnshire complies fully with the DBS Code of Practice and is committed to treating all applicants fairly.

We actively promote equality of opportunity and welcome applications from people with lived experience of the criminal justice system. A criminal record will not necessarily prevent someone from working or volunteering with us.

Where a DBS check is required, this will be made clear during the recruitment process. Any information disclosed will be considered carefully, fairly and on a case-by-case basis, taking into account factors such as:

- The nature and circumstances of the offence
- Its relevance to the role
- The time that has passed since the offence occurred
- Patterns of behaviour where relevant
- Evidence of rehabilitation, change and personal development

We recognise that people may find discussing previous convictions or related circumstances difficult. Applicants will be given the opportunity to voluntarily declare any unspent convictions if appropriate to the role. Any relevant information will be treated confidentially and dealt with in a supportive manner before any recruitment decision is made.

All disclosure information will be handled sensitively, confidentially and in line with data protection requirements. Information will only be shared with those directly involved in the recruitment process.

How To Apply

Your application should comprise of the three completed forms below (these can be accessed by clicking on them) -

- [Application Form](#)
- [Personal Details Form](#)
- [Equality & Diversity Monitoring Form](#)

You will also need to submit a letter of interest. This letter should be no more than one and a half pages summarising:

- Your Life Experience
- Motivation and reasons for being interested in the Chair of Board of Trustees role at YMCA Lincolnshire
- Any particular skills and an explanation of how your experience to date makes a suitable candidate for the role
- Any relevant strategic and leadership experience (including any previous Chair or Board experience)

Please send your application form and letter of interest to our Governance and Support Coordinator via email: steph.dowle@lincsymca.co.uk. Please use 'Chair of the Board of Trustees Application' as the subject line.

The deadline for applications is 5pm on Friday 17th July 2026.

Shortlisted candidates will be contacted by Wednesday 22nd July 2026 with interviews taking place week commencing the 3rd August 2026 at The Showroom with our panel.

If you have any questions about the organisation or the Chair of Trustees role, please contact our Governance and Support Coordinator on steph.dowle@lincsymca.co.uk who will be able to provide you with the information you require.

Thank you for your interest in YMCA Lincolnshire, we take great joy from meeting like-minded people who hope to join us in making a difference to some of the most vulnerable members of our community.



