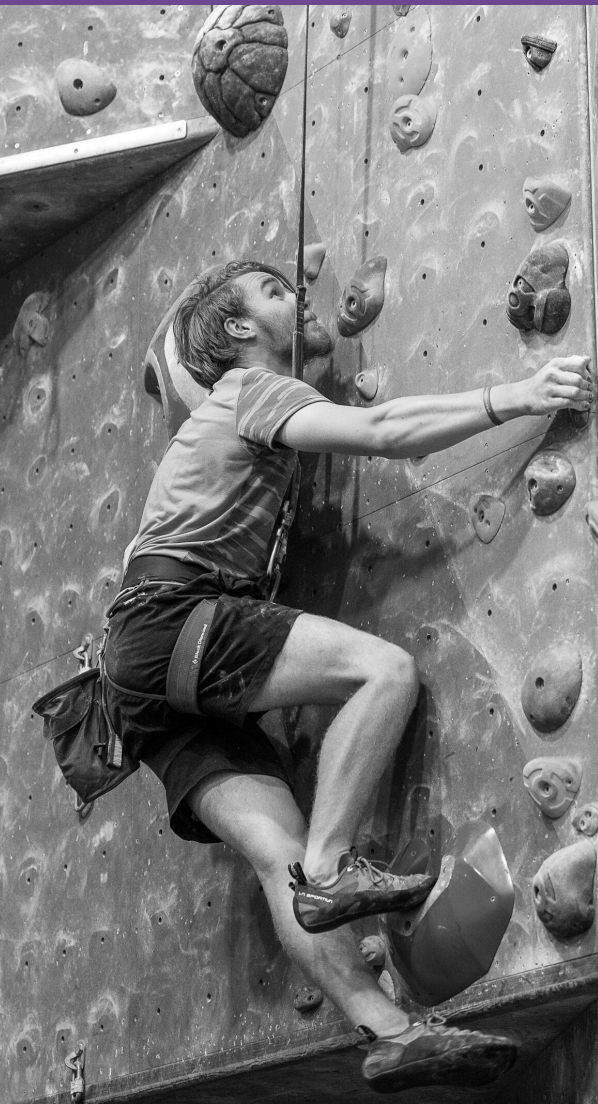


TRUSTEE RECRUITMENT PACK

JULY 2023



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WELCOME TO YMCA LINCOLNSHIRE

Welcome to YMCA Lincolnshire.

Thank you for your interest in becoming a Trustee at YMCA Lincolnshire. We hope this pack and our website www.lincsymca.co.uk answer any questions you may have. Our charity is proud to be part of the wider YMCA Federation. The YMCA is 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 reaching around 45 million members in 119 countries. The YMCA Movement in England and Wales is a federation of over 112 YMCAs that work across 740 recognised communities in England & Wales. Each YMCA is an independent, self-governing charity that affiliates to the YMCA Federation. YMCA Lincolnshire is a 154 year old, locally governed charity, whose focus is to improve the lives of those who live in Lincolnshire and provide opportunities for everyone to achieve their full potential. We have a locally selected team of expert Trustees, who set our strategic direction in accordance with local community need and ensure our financial sustainability and positive impact on those we serve.

A MESSAGE FROM THE CHAIR

We are responsible for the management of 170 supported and emergency accommodation units across the city of Lincoln, and in 2020 we provided support to 500 people through our housing services. We cater for up to 200 children and babies in our childcare settings across Lincolnshire. Through the showroom activity centre and through community outreach and schools work, we engage over 5000 young people each year in a range of traditional youth work, education and support activities. We provide a range of community support and outreach work, with programmes focused on ageing, rural isolation, mental health, economic poverty. As part of our succession planning, YMCA Lincolnshire is seeking new Trustees to join with us in bringing energy, enthusiasm, wise governance and strategic guidance to maximise our reach and impact on people's lives and communities. We are passionate about the causes we support, we are an ambitious team and we operate within an equitable, open and engaging culture. Our passion and ambition for the work means we are not afraid of taking informed risks and new challenges. We are looking for people who really want to make a difference through giving of their time, knowledge and experience. I hope this inspires you to read on. We look forward to hearing from you.

Ian Sackree
Chair, YMCA Lincolnshire

OUR COMMITMENT TO EMBRACING DIFFERENCE AND DIVERSITY

YMCA Lincolnshire is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger. We are committed to ensuring a welcome for all, and we will do all we can to ensure an inclusive environment where everyone can fulfil their potential and achieve great things, regardless of race, colour, religion, gender, gender identity or expression, sexual orientation, marital status, pregnancy and maternity, national origin, disability or age. We do not tolerate discrimination of any kind. We challenge all forms of discrimination and social injustice, and we work with others to educate and enlighten.

OUR VALUES

WE SEEK OUT



We look for opportunities to make a transformative impact on people's lives in the communities where we work, and believe that every person is of equal value.

WE WELCOME



We offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.

WE INSPIRE



We strive to inspire each person we meet to nurture their body, mind and spirit, and to realise their full potential in all they do.

WE SPEAK OUT



We stand up for people, speak out on issues that affect their lives, and help them to find confidence in their own voice.

WE SERVE



We are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

OUR VISION AND MISSION

Our Vision

YMCA Lincolnshire will be a sustainable, vibrant and visionary charity serving communities and individuals throughout Lincolnshire, helping them gain the strength, resilience and skills to thrive and achieve their full potential.

Our Mission

Our mission, based on Christian Values, is to develop the mind, body and spirit of individuals, families and communities and improve health and wellbeing for all. We work with a range of professional partners, support a diverse group of individuals and communities, and therefore our team is drawn from a variety of backgrounds and personal circumstances. We are seeking Trustees who bring life and professional experience, empathy, and a thorough understanding of the social issues we address to truly make a difference to the lives of those who live in Lincolnshire.

Our ethos is to: show care and respect for any individual with whom we come into contact, whether that be on an activity programme for one day or a resident living with us for a longer period of time. At YMCA Lincolnshire we believe every person is of equal value and should be given the support and guidance they need to ensure they can reach their full potential. We work with people of all ages and backgrounds in a variety of different ways to support our local communities, transforming them into places where people can truly belong.



THE WORK OF YMCA LINCOLNSHIRE



**HOUSING AND
ACCOMODATION**



YOUTH WORK



CHILDCARE



**COMMUNITY SUPPORT
AND OUTREACH WORK**

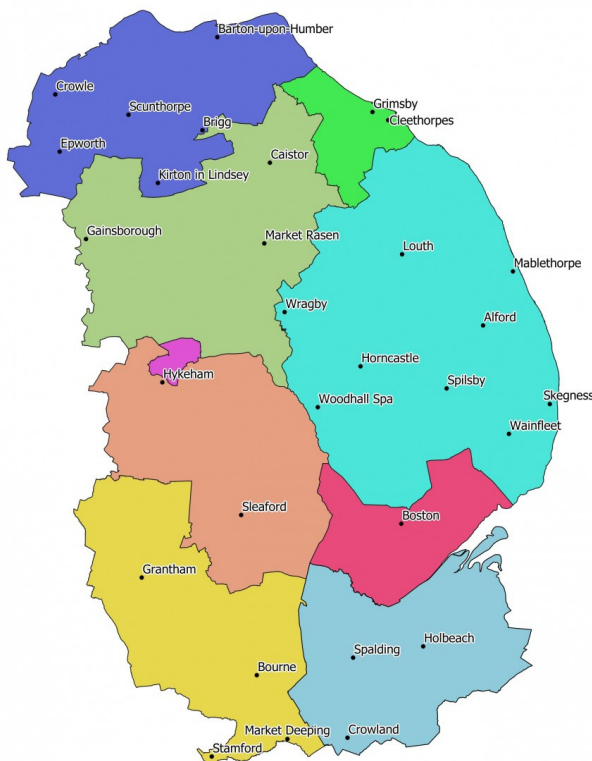


**HEALTH AND
FITNESS**



**TRAINING AND
PERSONAL DEVELOPMENT**

OUR LOCALITIES



- Housing/Accommodation
- Youth Projects
- Age-friendly work
- Community Development
- Good Neighbour Schemes
- Friendship Groups
- Nurseries/Early Years Childcare
- Airplay Youth Work
- Fitness Facilities
- Conferencing, Catering and Retail



YMCA LINCOLNSHIRE STRATEGIC PLAN

We will deliver high quality services to ensure positive impact on people's lives

We will be a sustainable charity, with a long term horizon

We will be an organisation that places high importance on wellbeing. We will provide opportunities for communities and individuals to explore their faith and spirituality, and to improve their physical, mental and spiritual wellbeing

We will be an intelligent, efficient organisation that responds to customer need and we will explain and communicate our impact well

We will be a respected charity that understands, and is at one with the communities it serves. We will deliver services that match local and social need

INTRODUCTION TO THE TRUSTEE ROLE

YMCA Lincolnshire has an ambitious vision for the future, which centers around the following key work streams: Accommodation, Health and Wellbeing, Family and Youth Work, Training and Education, Support and Advice. 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 of 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, and we would welcome anyone who has a personal interest in tackling poverty, childhood trauma and/or homelessness, due to their lived experience, to apply.



Role Title Trustee of YMCA Lincolnshire

Duties

- To ensure that YMCA Lincolnshire (the “Charity”) complies with its constitution, charity law and all other relevant legislation and regulations.
- To act at all times in the interests of the Charity’s beneficiaries
- To work in the interests of the Charity, not for personal gain
- To ensure that Community Lincs pursues its charitable objects as defined in the Memorandum and Articles of Association
- To ensure that the Charity applies its resources solely and exclusively in pursuance of its objects
- To support or participate actively in the work of the Board of Trustees whose role is to give clear strategic direction of the Charity, define overall policy, identify goals, set targets, and evaluate performance against agreed targets
- To safeguard the good name and values of YMCA Lincolnshire
- To ensure the effective and efficient administration of the Charity
- To make sure that the Charity is properly insured against all reasonable liabilities
- To ensure the financial stability of YMCA Lincolnshire
- To ensure that the Charity accounts for its activities to its funders, the Charity Commissioners, Companies House, its members and the local community
- To protect and manage the Charity’s property and ensure the proper investment of the Charity’s funds
- To support the Board of Trustees in the appointment, support, supervision, and monitoring of the performance of the Chief Executive (CE)
- To ensure that all staff and volunteers are appropriately appointed, trained, supported and supervised
- To ensure that the Board of Trustees takes proper professional advice on matters in which it does not have competence
- To represent and report back to the Board when serving on other bodies

Additional Duties

In addition to the duties defined above, Trustees should use any specific skills, knowledge or expertise to assist the Board in achieving sound decisions. This necessitates:

- scrutinising Board documents and papers
- participating in discussions and disseminating accurate information
- focusing on key issues
- providing advice and guidance (based on individual specific expertise) on new initiatives and other associated community activities

TRUSTEE SPECIFICATION

We are looking to recruit a minimum of two Trustee roles to support Board succession and bring additional skill sets to the Board. Our current Chair retires in Autumn 2023 and through this recruitment process we will be looking for applicants who might have a longer-term interest in taking on the Chair or Vice Chair role in 2023.

Each Trustee Must Have:

- integrity
- a commitment to YMCA Lincolnshire's aims and aspirations
- an understanding and acceptance of the legal duties and responsibilities of trusteeship, as set out by the Charity Commission
- a willingness to devote the necessary time and effort to their duties as a trustee
- a strategic vision
- good independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an ability to be an effective team member
- a willingness to undertake training

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

In order to ensure a balance of expertise on the Board, each Trustee is asked to work with the Chief Executive to develop a Trustee Profile by completing a skills, interests, knowledge and experience register sheet. This is in addition to signing a declaration of commitment and qualification for trusteeship.

Trustee Skills and Experience Profile

This personal profile will help to identify the skills, interests, knowledge and experience that exist amongst the members of the Board of Trustees. The trustee profile can then be used to:

- Promote the collective expertise that exists within the Board and give confidence to potential funders
- Identify any weaknesses that may exist in the balance of expertise so that co-options can be considered to strengthen the Board
- Facilitate the planning of training programmes and budgets
- Identify where the Board has gaps in competence and may have to consider seeking additional professional advice on matters

TERMS OF APPOINTMENT

Remuneration:

All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed.

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 on week days and start at 4pm and finish at 6pm
- Ad hoc Saturday Strategic Sprint Away Days (held locally)
- Commitment to our Board Champion approach, where individual Board members commit to maintaining contact between Board meetings with a member of the organisation's Executive team
- Commitment to preparation for meetings by reading Board papers and keeping updated through the organisation's intranet site
- Attendance at a minimum of two committees
- Board meetings are usually held at The Showroom, Lincoln (or, where circumstances dictate, by Zoom)

Charity Governance Code:

YMCA Lincolnshire has adopted The Charity Governance Code as its guiding standard, please use the following link:-

<https://www.charitygovernancecode.org>

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.

HOW TO APPLY

For an informal telephone conversation regarding this role, please contact Alison.Peart@lincsymca.co.uk to arrange an appointment with the Chief Executive or Chairman.

Your application should comprise:

A letter of not more than one and a half pages summarising your life experience, motivation and reasons for being interested in a Trustee role, indicating any particular skills and an explanation of how your experience to date makes you a suitable candidate for the role, along with any relevant life experience daytime, evening and/or mobile telephone numbers and email address (which we will use with discretion)

Applications will be reviewed on an ongoing basis.

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



YMCA Lincolnshire welcomes applications from all people regardless of their background or past. We will be required to conduct background checks on anyone applying for these roles to ensure the young and vulnerable people we serve are safeguarded. The following sections provide more information on our policy in the recruitment of ex-offenders and those with criminal backgrounds. Such a background should not prevent anyone from applying as every case will be assessed on an individual basis.

Policy on the Recruitment of Ex-Offenders

YMCA Lincolnshire actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates. We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant. We select all candidates for interview based on their skills, qualifications and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA Lincolnshire may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974. We ensure that all those in YMCA Lincolnshire who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974. For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with YMCA Lincolnshire. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of YMCA Lincolnshire's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable. As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

Declaration of Criminal Background & Guidelines for Working with Young People and/or Vulnerable Adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances. The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent. If you are made a conditional offer YMCA Lincolnshire will apply for an Enhanced DBS Disclosure depending on the nature of the job. The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request. If you have any queries, please speak to a member of the HR team.



YMCA LINCOLNSHIRE



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