

TRUSTEE / DIRECTOR WELCOME PACK



**"Enabling Brighter Futures for
Young People and Communities"**
*through informal education and youth work
activity across Somerset & Devon*

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IN THE MIX PROJECT
Charity Number: 1161486
www.inthemixproject.org.uk

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WELCOME & INTRODUCTION

Thank you for your interest in the role of Trustee/Director (known forthwith as a trustee) with In the Mix Youth Project, known in this document as ITMP, a Youth & Community Charitable Company working across Somerset and Devon.

ITMP is a local youth and community provider and not for profit organisation based in Wiveliscombe, Somerset. We operate from our office base in Wiveliscombe; and are managed by professional qualified youth and community workers, who are passionate about positive youth work delivery and the development, support to, and advancement of young people.

We provide children and young people with youth work opportunities & informal educational experiences utilising community & youth work methods and practice. We also work in communities undertaking developmental and liaison work.

Our aim is to help young people and young adults learn and develop through informal educational activities which combine enjoyment, challenge and learning. We base our services on core youth and community work core principles and values, supporting young people to develop personally and socially, as well as expanding their skills and learning experiences, boosting self-esteem and confidence whilst promoting teamwork and citizenship. We are flexible in our approach, ensuring that the activities that we offer are relevant to service users we work with.

We are rooted within the community and our services are responsive according to needs identified locally as well as national/wider agendas and prevalent subjects where we can support with input. We support young people living and working in the locality through a range of social, community, educational and recreational activities, designed to encourage personal, social, emotional and future development.



MISSION STATEMENT

“The ethos of our delivery is to provide quality services for young people and communities who otherwise would not receive support where they can feel safe and supported to aspire and to achieve in their lives through activities and programmes which are designed to capture and release their potential” – Adopted Jan 2012

VISION

Our aim is to help young adults learn and develop through informal educational activities which combine enjoyment, challenge and learning. ITMP will work with young people and communities, to create opportunities, provide positive activity & encourage social action. It is our vision to support young people achieve and develop in their young lives. We will do this by undertaking the following;

- Our youth and community workers develop and offer a programme of activities which promote young people’s development, are enjoyable and engaging, educational and challenging, and encourage young people to work together and prosper.
- We offer information, advice, guidance and counselling services to help young people make sense of their lives and their future, offering varying levels of support according to their needs.
- We work with communities to create a more harmonious environment for all residents, we will support young people achieve, influence and become more involved in their local area and feel able to contribute and affect positive change and outcomes.



CHARITABLE OBJECTIVES

The charity's objects are specifically restricted to the following:

- (a) to act as a resource for children and young people up to the age of 25 living and working in Somerset and Devon providing support, advice, information and assistance, organising programmes of physical, educational, social, spiritual, developmental and other activities as a means of:
- (b) advancement of life and helping young adults develop their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- (c) advancement of education, understanding and life skills;
- (d) relieving unemployment and pursuing economic independence;
- (e) providing recreational and leisure time activities in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.
- (f) provisions of activities and events for community relief and benefit



ORGANISATIONAL STRUCTURE

ITMP has an Executive Management Team consisting of two pro rata Managers and some seconded staff who operational run the organisation according to the policies principles and practice established by the Board and in line with our governing document.

Members of the Executive Management Team has specific responsibilities and day to day oversight, and work cooperatively on agreed targets and goals in line with our business and development plan and delivery strategy. ITMP youth and community team consist of a broad range of skills and experience including youth & community specialists, teachers, volunteers and young leaders. Salaried staff work within fixed term or zero-hour contracts, and additional support can be brought in from our staff and volunteer pool as and when required. The organisation has the ability to expand and /or contract depending on its current funding base and delivery output with reasonable ease.

The role of the board therefore is effective overview, publicity, and review as required and in line with charitable law, governing documents and our articles of association.



TRUSTEE ROLES AND DUTIES

Being part of ITMP as a director offers an opportunity to support the development and sustainment of our charity and to really make a difference to young people and communities. Members of the Board of Trustees will ensure the strategic oversight of the charity's finances and to support appropriate decisions and good governance of the organisation.

Who are the Trustees:

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. At its simplest, the role of the trustee board is to ensure the smooth maintenance of the charity and ensure assets received are applied to the charitable purposes of ITMP. The trustee board must always act in the best interests of ITMP, exercising a duty of care and responsibility to look after its affairs. The trustee board must act as a group and not as individuals.

The trustee board comprises of:

- the chair
- the treasurer
- &, up to five appointed trustees (with a minimum of 3 which can comprise of the chair and treasurer)

The trustee board appoints a vice chair from among the trustees.

Main responsibilities of all Trustees are:

- To set and maintain the charities vision, mission and values.
- To promote ITMP and act in the best interests of the charity, its' staff, beneficiaries and future beneficiaries at all times. Promoting and developing the charity in order for it to grow and maintain its relevance to society, in line with its marketing strategy.
- To ensure that ITMP complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that ITMP pursues its objects as defined in its governing document.
- To maintain proper financial control and ensure that ITMP applies its resources exclusively in pursuance of its objectives.
- To develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

- To support the operational management of the organisation alongside management team.
- Interviewing, appointing and monitoring the work and activities of the paid staff and volunteers.
- To draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures and finance.
- To ensure that risk assessments for all aspects of the business are carried out.
- To maintain effective and efficient administration of the charity including funding, insurance and premises.
- Ensuring the charity keeps proper accounts, reviewing the charity's financial performance, and effectiveness of the financial controls in place. Working alongside the charity's independent examiner and approving accounts.

Trustees may occasionally be required to interface with others linked to our mission and objectives including; with young people aged 10-25 years; vulnerable adults; elected members, and members of the public. Trustees may also be required to liaise with; appropriate statutory and voluntary organisations.

Additional duties:

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board. These may involve scrutinising Board and committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee may have special expertise.

Safeguarding:

All Trustees should ensure that they are aware of their safeguarding responsibilities and take responsibility for promoting and safeguarding the welfare of children, young people and adults.

Personal Development and Training Opportunities:

Subject to the want to develop additional skills, the charity may from time to time supply training and informal educational opportunities for trustees. All trustees must meet minimum training requirements as outlined in our Staff Development Policy.



PERSON SPECIFICATION

This person specification covers the role and responsibility of trustees of ITMP. ITMP recruits board members to support the overall running and oversight of the charity with support from its executive board.

The board of trustees collectively needs skills in the following areas in order to be effective and robust and enable the charity to thrive and develop. These skills are:

- financial management
- fundraising, income generation and enterprise
- public relations
- legal affairs, policy and procedure
- national and local voluntary, community and social sector/s
- marketing, digital strategy, and social media
- human resources and volunteer management
- partnerships, networking and community development
- social investment and impact

Each trustee for ITMP must have:

- a commitment to the mission of IMTP
- a willingness to meet the minimum time requirement
- integrity and a good, independent judgement
- an ability to be honest and speak their mind
- an ability to think creatively and solve problems
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of the charity.

The following knowledge, experience and personal skills are useful when undertaking the portfolio role of a trustee but not essential;

Knowledge and Experience:

- Financial and audit/risk experience.
- An experience of board level roles such as CFO, Finance Director, Treasurer or equivalent.
- Fundraising and bid writing and management of grants/income.
- An understanding of youth and community work, the voluntary and statutory sector and provision in Somerset and Devon.
- Experience of running a business and developing projects within budget.
- Experience gained as Trustee or Non-Executive Director in a similar role
- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Appreciation of the nature of risk management at board level.

Personal Skills and Abilities:

- Creativity and the ability to think outside the box.
- Dedication, commitment and assertiveness.
- The ability to lead and be part of a team.
- Ability to review information and ensure its application.
- Event planning and management.
- Confidence and a friendly persona.
- Problem solving.
- Communication, interpersonal skills and public speaking.
- Digital literacy skills and ICT use.
- An interest to learn and develop new skills.
- Ability to incite external relationships and build effective partnerships.
- Strong ambassadorial and influencing skills – inspires trust and confidence quickly.

TERMS OF APPOINTMENT

Trustees are asked in regard to the terms of appointment that they undertake a minimum two-year appointment within the role. We refer you to the government charity essential guide in regard to statutory responsibility for trustees. Trustees have a corporate responsibility and not an individual one and around liability for the finances and assets of the organisation.

Time Commitment & Obligations:

The Board meets four times per year, plus extraordinary meetings as required to include financial review, policy and safeguarding as examples. Trustees are also expected to attend our AGM and community reception event.

In addition to these trustees may be asked to attend occasional public or private events, e.g. supporter/fundraising events, strategic planning days and public profile events.

Regular and consistent attendance is essential and appropriate reading and research undertaken before each meeting. For the legal obligations please see the government essential guide for trustees which is circulated with this pack.

Background Check and Code of Conduct:

Trustees are required to undertake a DBS check prior to appointment in line with our policy framework. Trustees must agree to abide by the ITMP Policy Framework and associated guidance. Trustees must sign and operate within the board Code Of Conduct, and to declare as appropriate their business interest/s when required.

Salary and Remuneration:

The role of a Trustee is voluntary and unremunerated. Reasonable out of pocket travel expenses will be reimbursed where possible in line with the *Finances & Expenses Policy*. In some situations, individual trustees may be contracted to undertake work for the Charity, arranged in compliance & in accordance with the Charity Articles of Association.

Location of meetings:

Board meetings will be held at The Hub Centre or virtual via Zoom/Microsoft Teams dependent on needs / issues to be addressed and in line with local / national guidance.



EXPRESSION OF INTEREST

To express an interest in the role please send;

- A detailed and up-to-date CV.
- A supporting statement that addresses all criteria in the Person Specification and outlines your motivation for applying.
- Details of your availability on the dates provided.

Completed expressions of interest should be submitted to:

John Hellier
In The Mix Project
The Hub Centre
Hartswell, South Street
Wiveliscombe
TA4 2NE
info@inthemixproject.org.uk

If you have any queries about any aspect of the appointment process, job role, need additional information or wish to have an informal and confidential discussion then please contact us directly.



EQUAL OPPORTUNITIES AND DATA PROTECTION

Equal Opportunities

ITMP is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all of ITMP staff to be willing and able to make a positive contribution to the promotion and implementation of ITMP Equality and Diversity policy.

Data Protection Statement

The information which you give when completing this form will be used in accordance with the Data Protection Act 1998 and any other law relating to Data Protection under UK law and for the following purposes: to enable In The Mix Project to create an electronic and paper record of your details; to enable your participation and involvement in the In The Mix Project or; and ensure the organisation has emergency information and medical information to allow safe participation. We will safeguard your personal details and will not divulge them to any other individuals or organisations for any other purposes outside the activity. The information collected may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to target future resources. The information will be kept securely, and will be kept no longer than necessary.

General Data Protection Regulations (GDPR):

Notification regarding the processing of any personal data supplied on this form

Data Controller – In The Mix Youth Project, Hartswell, South Street Wiveliscombe, TA4 2NE

Data Protection Officer contact – Board of Trustees, In The Mix Youth Project

Purpose for processing – *to ensure the safety and welfare of the young person during off-site visits and activities, to collect information of individual characteristics for the purposes of programmes, evaluation and funders needs.*

Legal basis for processing to ensure the health, safety & wellbeing of the young person in our care – Children's Act 2004 Section 11

By Law – used where statutory instrument allows for processing, Children's Act 2004, Section 11

Legitimate Interests – Used where legal basis for processing is legitimate interest i.e. ITMYP will also use your data for the purposes of monitoring quality, audit and for dealing with any enquiries or complaints To

Data Sharing – the personal data provided will be shared with e.g. emergency services/key ITMYP Contacts

Transfers abroad – this data will not be transferred abroad

Data Retention – this data will be retained for a period of 7 years to meet organisational and law requirements

Your Rights – You have the right to ask ITMYP for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing.

However, these rights are only applicable if the organisation has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: If you do not supply this information the young person will not be able to participate in the specified activity.

EXPRESSION OF INTEREST IN BECOMING A TRUSTEE FORM

Thanks for your interest in becoming a Trustee for In The Mix Project, please complete the below form to the best of your ability. Please continue on a separate piece of paper if required.

Contact details	
First Name:	Last Name:
Address:	
Postcode:	
Contact Telephone No.:	
Email Address:	

My reasons for wishing to serve as a Trustee on the Management Board are:

Skills and experience which I could bring to the Board are:

Please include any skills, qualities or experience you have. We believe that everyone has something to offer, so please do include life experiences such as caring for a relative, experience with a particular community or age group, etc. Also, include work experience such as finance, health and safety, HR, training and knowledge of the voluntary sector.

DECLARATION OF ELIGIBILITY TO BECOME A TRUSTEE:

I declare that I am not disqualified from acting as a charity trustee.

Please tick to confirm and agree each statement below. If there are any statements you cannot

"tick to confirm" please provide details attached to this application form.

☐

Trustees will read and abide to the Trustee Code of Conduct (a copy can be requested)

☐

I do not have an unspent conviction relating to criminal offences

☐

I am not an undischarged bankrupt

☐

I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an order made under section 429(b) of the Insolvency Act 1986

☐

I have not been removed from trusteeship of a charity by the Courts or the Charity Commissioners on the grounds of any misconduct or mismanagement

☐

I am not subject to a disqualification order under the Criminal Justice and Court Services Act 2000

☐

I am not disqualified under the Protection of Vulnerable Adults or Protection of Children.

Print Name:

Signed:

Date:



in the mix *project*

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