

## Herts Young Homeless - Trustee Vacancies

### About hyh

Herts Young Homeless Group (**hyh**) is an independent registered charity, established in 1998, to help young people secure and maintain appropriate accommodation by providing information, support and help in a crisis. **hyh** works with other agencies throughout Hertfordshire towards improving local services and preventing youth homelessness. We believe that safe and secure accommodation is the essential foundation from which young people can achieve a successful, independent life.

The quality of service provision within **hyh** has recently been recognised by Herts County Council who chose **hyh** as the Children's Services Charity Partner of the Year for 2019. This is a fantastic achievement and is testimony to the dedicated staff team working within the charity.

Details of **hyh**'s services and its management team and Board of Trustees are set out on the **hyh** website [www.hyh.org.uk](http://www.hyh.org.uk).

### About the Trustee role

**hyh** is seeking two new Trustees to join its Board of Trustees, to bring additional experience and complementary skills to the Board.

Our Trustees play a key role in guiding **hyh**. They work with the management team of **hyh** to support the good governance of the charity, ensuring that the purpose of the charity is fulfilled and that the charity is well managed and financially viable. Overall responsibility for the charity lies with the Board of Trustees who delegate the day to day running to the CEO, Helen Elliott, and her Executive Management Team.

We are seeking individuals who can bring their knowledge and energy to the Board, and who bring enthusiasm, dedication and a passion for the welfare of young people. For one of the two current vacancies, we are particularly interested in applicants with senior level experience and skills in finance or accounting.

We recognise the benefits and opportunities of having a diverse community on the board and the contribution that they can make to achieving **hyh**'s vision; we therefore welcome applications from a wide and diverse range of candidates.

This is an exciting opportunity to help to lead **hyh** in the next phase of its development and to use your skills and experience to make a lasting difference to the lives of the young people we support.

A fuller trustee role description, including the expected time commitment, is set out below. This is a voluntary role which is not remunerated, although out of pocket expenses can be reimbursed. Board and Committee meetings are held at **hyh**'s offices in Hatfield, Hertfordshire.

### Application Process

To apply to become a Trustee please send us a completed application form <https://www.hyh.org.uk/trustee-form> and your CV by Friday 24 January 2020.

### Send your application to:

Kirsty Harrison, Herts Young Homeless,  
1st Floor, Gracemead House Woods Avenue, Hatfield Hertfordshire AL10 8HX  
[kirsty.harrison@hyh.org.uk](mailto:kirsty.harrison@hyh.org.uk).

Appointment of successful candidates is subject to a satisfactory Disclosure and Barring Service (DBS) check and receipt of two references.

If you require further information regarding the appointment process, or would like to speak to an existing Trustee about the role, please contact: Kirsty Harrison (Executive Assistant) on – 03333 202 384 or 07920 505320

## TRUSTEE JOB DESCRIPTION

### Overview of role

#### The duties of a Trustee are:

- To ensure that the charity complies with its governing document, charity law and any other relevant legislation or regulations
- To ensure that the charity pursues its charitable objects as defined in its governing document (that is, its Articles of Association)
- To ensure the charity applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the executive committee's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the charity
- To ensure the effective and efficient administration of the charity
- To ensure the financial stability of the charity
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To appoint and support the chief executive officer and monitor his or her performance
- In addition to the above statutory duties, each Trustee should use any specific knowledge or experience they have to help the board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the executive committee on new initiatives, or other issues relevant to the area of the charity's work in which the Trustee has special expertise.
- To act in an Ambassadorial role for the charity.

## Person Specification

Each Trustee must have:

- Integrity
- A commitment to the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- A willingness to devote the necessary time and effort to their duties as a Trustee
- Strategic vision
- Good independent judgement
- An ability to think creatively
- A willingness to contribute constructively to discussion and debate
- An ability to work effectively as a team member

## Skills and Experience

Each Trustee brings their own skills and experience to the Board, to complement the skills and experience of the other Trustees, in order to ensure that the Trustee Board as a whole can operate effectively. Collectively the Trustee Board needs to have a broad range of skills and experience, including in the following areas:

- Setting strategy and targets.
- Monitoring and evaluating performance and programmes
- Financial management and accounting
- The charity sector
- Legal matters
- Fundraising
- Internal and external communications
- Recruitment and human resources
- Local government
- Information technology and digital strategy
- Campaigning and marketing
- Education and learning

## Time Commitment

Board meetings are held in the evening approximately 5 times a year usually at hyh's head office in Hatfield, Hertfordshire. There is an annual Trustee away day held at a weekend.

Trustees are expected to become a member of one of the three Board Committees (Finance and General Purposes Committee, Governance Committee or Fundraising and Communications Committee). Committee meetings are held approximately 4 times a year.

There is also an expectation that Trustees will make themselves available from time to time to make visits to staff, volunteers and facilities as well as representing **hyh** at external functions.

Trustees are appointed for an initial three year term, which may be renewed at the end of that period.