

Young Trustee Recruitment for Step Up To Serve Board



HRH The Prince of Wales with main political party leaders and Step Up To Serve founders – Dame Julia Cleverdon and Amanda Jordan OBE – November 2013

The #iwill campaign was launched in November 2013 thanks to the leadership of HRH The Prince of Wales and the UK's three main political parties. It aims to increase, by 50%, the number of 10-20 year olds taking part in meaningful social action across the United Kingdom by 2020. We describe social action as 'young people taking practical action in the service of others to create positive change'. Examples include caring for someone in the community, providing peer support online, volunteering for a charity, campaigning or fundraising for a specific cause. You can read more at www.iwill.org.uk

We are looking for two young people to join our Board of Trustees at Step Up To Serve, the organisation that coordinates the #iwill campaign. The Trustee's roles and responsibilities are detailed below. We are looking for two young people who are committed to youth social action and can meet the following criteria:

- Aged between 18-23
- Able to commit to a 2 year term on the Board of Trustees
- Able to attend four meetings per year (likely to be in central London) but with work outside the meetings, and invitation to wider events. Likely to be a total commitment of around 5-8 days per year, which will largely involve structured time that takes place during the working week (see application form for dates).

- Has experience in youth social action themselves – ideally through a range of different opportunities they have taken up/created between the age of 10-20. Ideally we would like to have two young people who come with very different experiences of social action from different elements of the sector so they can bring different experiences to the table.
- Ideally has some experience of sitting on a committee or group of some sort. This is going to be a small Board of Trustees so we want to ensure all members are comfortable to play an active and committed role. We are happy to provide training and support as required.
- Willing and able to seek and represent the views of other young people aged 10-20, using new and existing methods as suitable, so they can represent wider and diverse views on the Trustee Board as appropriate.

Expenses will be provided for travel to and from meetings. We will provide you with mentor support and training to help you fulfil this role. As well as learning new skills and experiences, you can add 'Trustee' to your CV and will be eligible for a reference and certificate confirming your public service. Whilst this is a considerable time commitment on your part, we hope and intend that you will get as much in return for your service. We will work with you to ensure any costs you incur as a result of the Trustee role are covered by Step up to Serve.

How to apply

If you would like to apply for one of these roles, please complete the attached form and send this to Sophie Drechsler at sophie.drechsler@stepuptoserve.org.uk by **midday 30th June 2016**.

Interviews will take place on **15th July** in Central London. Please ensure you are available for an interview on that date (though we are happy to consider a Skype interview if helpful). Our next Trustees meeting is on the afternoon of **Thursday 15th September**. In your covering email, please confirm if you would be available on the 15th July and 15th September.



TRUSTEES' ROLES AND RESPONSIBILITIES STATEMENT

Tenure: September 2016-September 2018

KEY PURPOSE

Work actively to achieve Step Up To Serve's goal to help increase the number of young people participating in meaningful social action to 60% by 2020.

KEY TASKS

1. Actively participate in ongoing duties of the Trustees' Board in accordance with Step Up To Serve's Memorandum and Articles of Association, including:
 - a) to agree Step Up To Serve's Strategy [and annual Delivery Plan]
 - b) to set and implement policy reporting to the Campaign's Royal Patron, HRH the Prince of Wales, and the Patron's Advisory Council;
 - c) to manage the business of Step Up To Serve;
 - d) to be responsible for the finances of Step Up To Serve;
 - e) to allocate resource budgets to committees established by the Board;
 - f) to be responsible for policy on the personnel function within Step Up To Serve;
 - g) to advise the Chief Executive on matters of policy;
 - h) to sit on working groups and sub-committees as required and to receive and consider reports and recommendations from them as appropriate;
 - i) to appoint salaried staff; to take any action the Board agrees is in the general interest of achieving the Campaign's goal.
2. Actively to support the achievement of the Campaign's goal and to reflect the Charity's strategy, policies and principles at all times.
3. To act as an ambassador for Step Up To Serve by promoting the Campaign's work at appropriate opportunities.
4. To attend and actively participate in all Step Up To Serve Trustees' meetings and to support the outcomes so that the meetings are an effective forum for managing the Charity.
5. To participate in the training and induction of new trustees so that they know what is required of them and are able to participate fully in meetings and carry out their responsibilities as trustees.
6. To maintain good relations with senior managerial staff.
7. To contribute specific skills, interests and contact and to support the Charity in fundraising activities in furtherance of its work.

KEY RELATIONSHIPS

The role includes liaison with a range of individuals and organisations. These include:

HRH The Prince of Wales, Royal Patron to Step Up To Serve
Members of the Patron's Advisory Committee
Other Step Up To Serve Trustees
Chief Executive, Directors and staff of Step Up To Serve
Step Up To Serve's Funders
Members of the Steering Groups
Stakeholders across multiple sectors