



Vacancy: Board Trustee

Role description (voluntary)

Charity background

The Rendezvous has been working with young people (13-25) from our Sherborne base since 1997. In that time our mission has remained unchanged. We continue to want to help young people to safely transition into adulthood to live happy, healthy and fulfilling lives but our means of achieving this has changed. Over the last ten years we have adapted our services to reflect the changing needs of young people and we now provide free targeted support for young people to improve mental health and wellbeing outcomes, gain English/Maths qualifications and take their next steps back into education or into college, employment or apprenticeships. In addition to our work in Sherborne we provide learning opportunities in Yeovil and a Young Parents Group and other smaller projects in Gillingham.

We have a small staff team of 7 core staff members and a further 7 sessional/special project workers and an amazing volunteer base of c40 local people, the majority of whom act as tutors (many are ex teachers).

We work with approximately 120-150 young people on an individual basis each year and a further 150 through special projects.

We have an excellent reputation in the community, are highly regarded by colleagues in the statutory education and mental health sector and are a respected member of the voluntary and community sector. We are financially stable with a current annual income of c£300,000 generated from a broad range of revenue streams.

Trustees – role description

We are now seeking new Trustees who are willing to bring energy, enthusiasm and commitment to the role to support the development of the charity and the services we offer and broaden the diversity of thinking on our board.

We are particularly interested in expressions of interest from people who are committed to helping young people achieve and who can bring experience, skills or knowledge in any of the following:

- Finance
- Education/inclusion
- Working with young people
- Governance and other charity experience

However, if you believe you could make a contribution to our charity in some other way then please get in touch to explore other opportunities.

Roles and responsibilities of Board Members

The Rendezvous Trustee Board are in charge of the overall strategic direction of the charity, with the role of trustee being broadly in line with that of a Director of limited company.

Whilst day to day running of the charity is delegated to the Chief Executive the board have a number of legal responsibilities and hold overall responsibility for the charity's activities, solvency and business practices.

The role is primarily strategic however, as a small charity without an executive team, there is an expectation that Trustees will be able to actively contribute to the development of either one area of the charity's work or the business and administrative functions.

Term of office

- Trustees are appointed for three year term of office
- This is a voluntary position, but reasonable expenses can be reimbursed

Time commitment

The Board of Trustees supports the work of the staff through its meetings which usually take place between five - six times a year.

- Meetings are held on Mondays at 5pm but there is some flexibility to change this should this be a barrier to potential members.
- Decisions in Board meetings are made on the basis of a majority vote of board members.
- Board meetings currently take place either in Sherborne and are intended to last no longer than two hours.
- In addition to participating in meetings, board members
 - Need to have time to prepare for meetings
 - Need to have time to support the development of their focus area (anticipated to be in the region of six days total pa) so that they can effectively discharge the responsibilities outlined above
 - May join a sub-committee – eg finance, nominations
 - Will be invited to get to know the team and attend events including an annual Volunteers Cream Tea, a Learning Celebration evening

General responsibilities

Whilst Board members are encouraged to take on an additional responsibility reflecting their area of expertise, the following are common to all Board members:

- Support and provide advice on The Rendezvous' purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee The Rendezvous' financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve The Rendezvous' financial statements
- Provide support and challenge to The Rendezvous' CEO in the exercise of their delegated authority and affairs
- Keep abreast of changes in The Rendezvous operating environment

- Contribute to regular reviews of The Rendezvous' own governance
- Attend Board meetings, adequately prepared to contribute to discussions
- Use independent judgment, acting legally and in good faith to promote and protect The Rendezvous' interests, to the exclusion of their own personal and/or any third party interests
- Contribute to the broader promotion of the charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts
- Trustees are expected to become Members of the Charity by paying an annual fee of £10.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member
- Effective communication skills and willingness to participate actively in discussion
- A strong personal commitment to equality, diversity and inclusion
- Enthusiasm for our vision and mission
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- An induction and training is provided

Further information

To find out more about the role or if you have any questions please contact the Chief Executive, hdasilvawood@therendezvous.org.uk who will be happy to help or put you in touch with one of our current board members.

You can find out more about The Rendezvous and our board members and team in the About section of our website.

To apply please send a CV and covering email outlining why you would like to join the board of trustees and why your skills and experiences make you suitable for the role.

Applications and enquiries should be sent to hdasilvawood@therendezvous.org.uk – it would be helpful if you could put Trustee in the subject line.

Safeguarding and Equality, Diversity and Inclusion

We are committed to equality and inclusivity and strive for our staff and board of trustees to be from diverse backgrounds.

In line with our safeguarding practices, those people invited to become a Trustee will be expected to complete additional paperwork and go through DBS checks before they can be formally appointed.