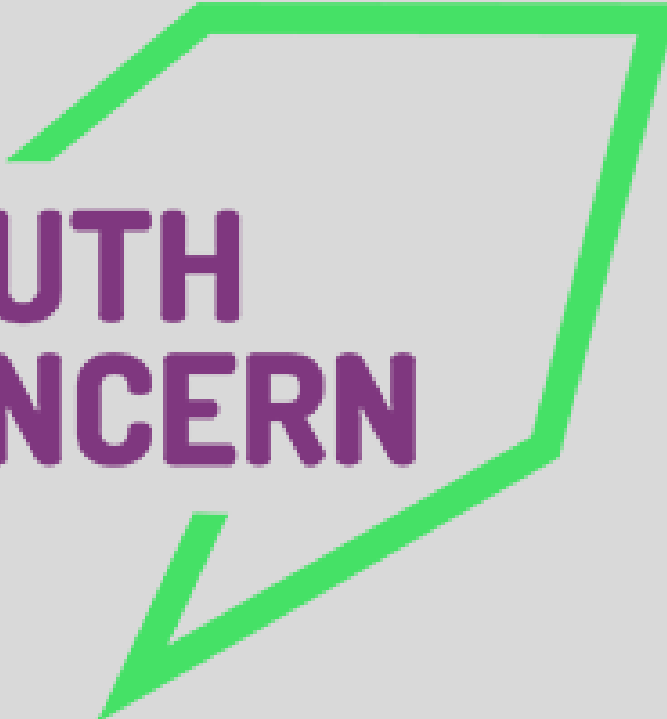




**YOUTH
CONCERN**

HR Trustee
candidate pack

About us



Youth Concern is an independent youth charity that provides emotional and practical support for young people, aged 13-25 in Aylesbury Vale and beyond.

Through counselling, education and employment support, help with addiction, advice on sexual health and relationships, emergency and longer term accommodation, Youth Concern helps young people develop the emotional resilience to make informed choices and to be able to live safe, happy and fulfilling lives.

Our approach

Our purpose is to be there for and respond to vulnerable young people when they need us most.

- We put young people at the heart of all we do
- We care deeply
- We listen without judgement
- We never give up
- We empower and collaborate

In 2018-19 Youth Concern supported 500 vulnerable young people. Despite the challenges of coronavirus, in 2019-20 we supported 473 young people.

2020, the charity's 41st year, was a pivotal one for Youth Concern. The charity took its service online March-June before being one of the first youth-serving organisations to reopen for face-to-face appointments in July. In September the staff team and our turnover doubled, enabling the charity to open its supported accommodation project, The Next Step, for homeless residents, the first of whom moved in in December.

In March 2021, our CEO won Buckinghamshire Women in Charity's Trailblazer Award, recognising her and the charity's huge impact through enterprising, innovative and ground-breaking initiatives.



HR Trustee



Youth Concern is seeking an HR Trustee to help us move to the next level of governance as befits the charity's increase in staff and volunteers, complexity, size and scope, and to provide guidance on HR issues relating to employees, freelance workers and volunteers.

Role summary

You will:

- Ensure Youth Concern's HR functions are conducted within legal requirements and best practice.
- Provide guidance and support to ensure the highest standards of governance in policies and practice related to employee relations, recruitment, retention, performance and reward, including the review of policies and risks.
- Review and recommend current and future strategic resourcing, training and development and annual budgets and plans to the trustee board.
- Keep the board informed about its HR duties and responsibilities.
- Ensure long-term strategic oversight of Youth Concern's personnel and staffing requirements in relation to the overarching goals of the charity.
- Ensure the trustees monitor and review the performance of the CEO, reward performance accordingly and identify appropriate development opportunities.
- Ensure that HR activities and interventions are linked to Youth Concern's charitable objectives and complement the charity's culture.
- Sit on recruitment panels as required.
- Help develop robust EDI practice.

What we are looking for

We are looking for someone with:

- experience working in a senior HR role
- CIPD qualification or equivalent
- good current knowledge of employment law, policy and practice and ability to keep up to date with developments in HR
- the highest standards of personal integrity and professionalism
- the ability to build and develop strong, supporting working relationships with trustees and the CEO
- flexibility to respond to emails, occasionally at short notice

Youth Concern is committed to being more representative of the communities we serve at board level. We would therefore particularly welcome applications from candidates from a diverse range of backgrounds and experiences, including lived experience relevant to the work of Youth Concern.

What difference will you make?

The HR Trustee plays a pivotal role in supporting the smooth running of Youth Concern's staff, freelance workers and volunteer team.

This is a new role for Youth Concern. It is one of three new trustee positions on the board, and a critical one to support the strategic development of the charity.

What impact will you have?

Coronavirus has increased the gap between the haves and the have nots.

Not all young people have the same opportunities as each other. Youth Concern believes that every young person has the right to be fed, to a safe home, to a good education and later, to employment. In becoming our HR Trustee, you will be helping young people to succeed in life. And because:

- you believe a few hours a month is a good investment of your time to help turn young people's lives around;
- you want to give something back;
- your skill set will benefit a local charity as it grows and develops;
- you want to be part of Youth Concern's success story.

Time Commitment:

- 6 trustees' meetings per year (Jan, Mar, May, Jul, Sep, Nov)
- 1 AGM per year (June)
- Occasional interim meetings
- Trustees give approximately 3-8 hours monthly

Location: generally, meetings are held in Aylesbury. Some meetings are held online.

Remuneration: this is a voluntary role. Expenses will be reimbursed in line with our expenses policy.

How to apply

Please email your CV, along with a covering letter stating why you wish to work for the organisation, how your skills would add value to the board and any other relevant information to:

trusteeworks@reachvolunteering.org.uk

For an informal conversation about this opportunity please contact the TrusteeWorks team to arrange a call with Youth Concern.

The Youth Concern logo consists of the words "YOUTH" and "CONCERN" in a bold, purple, sans-serif font, stacked vertically. The text is enclosed within a green, stylized speech bubble or megaphone shape that points downwards.