



YOUTH
concern

**TREASURER
CANDIDATE PACK**



Chair's Welcome Letter

Dear Candidate,

It is with great pleasure and excitement that I extend my warmest welcome to you as a potential Treasurer for our charity. Your interest in and dedication to supporting young people in Aylesbury Vale is welcomed, and we are thrilled at the prospect of having you join our team.

At Youth Concern, we create spaces where 13-25 year olds can feel safe, be real and thrive. We recognise that there will always be more to do, as the ongoing demands continue.

As a Trustee, you will play a pivotal role in shaping the future of our organisation and the lives of those we serve. Your expertise, passion, and fresh perspective will be invaluable assets as we navigate challenges, seize opportunities, and continue to make a meaningful difference in the lives of Aylesbury Vale's young people.

We are a small and stable Board. After eight years on the Board, our previous Treasurer stepped down in January 2026.

Your commitment to our cause will be met with unwavering support and appreciation from my fellow Trustees and our dedicated executive team.

I invite you to embark on this journey with us - a journey filled with hope, compassion, and boundless possibilities. Together, we can create a brighter, more inclusive future for young people to live with confidence, purpose and possibility.

I hope you find enough information in this pack to pique your interest. If you would like to have an informal conversation, please contact me through TrusteeWorks at trusteeworks@reachvolunteering.org.uk.

I look forward to hearing from you.

Nicci Marzec
Chair of Trustees

About Us

Youth Concern works with 13–25 year olds across Aylesbury Vale, Buckinghamshire

Youth Concern is an independent charity based in Aylesbury Vale, Buckinghamshire that supports 13–25 year olds. We are inclusive; we aim to support all 13–25 year olds, but specialise in helping those facing additional challenges. In running a Drop-in Centre, counselling and homelessness prevention projects, Youth Concern delivers real benefits for young people with multiple needs.

The sum of Youth Concern is greater than its parts. Youth Concern's vision is that 13–25 year olds in Aylesbury Vale feel safe, seen and supported to live with confidence, purpose and possibility.

Our purpose is to create spaces where young people can feel safe, be real and thrive.



Our Services

Youth Concern's current strategy pledges that as a result of interacting with Youth Concern, Aylesbury Vale's 13-25 year olds will feel safe, seen and supported to live with confidence, purpose and possibility.

Our **Drop-in Centre** is Youth Concern's front door. Young people access our music studio, gaming, pool and table tennis tables. We provide meals and food parcels, access to Wi-Fi and laptops. Through small group work and 1-1 sessions, we provide independent living advice, financial guidance, housing support and healthy living resources.

Youth Concern provides **counselling**, free of charge, to 13-25 year olds. We receive referrals from young people directly, adult mental health services, social care, schools, charities and CAMHS. The statutory services value not only the psychological support we offer, but also our practical and holistic support. We are the only agency able to respond in this way in Aylesbury Vale.

Nine young people at a time live with us at our **Next Step Project**. In central Aylesbury, our supported accommodation project helps previously homeless 18-25 year olds learn how to live independently.

Read a summary of our current strategy [here](#).

Youth Concern's message to 'our' young people is this:

'We are proud to be here and to be able to walk your journey with you. You deserve better, so we will campaign and strive so you can feel safe, feel seen, and be supported to live with confidence, purpose and possibility'.



Thank you for your interest

Thank you for your interest in supporting young people in Aylesbury Vale, Buckinghamshire. We are thrilled at the prospect of having you join our team.

At Youth Concern, we create spaces where 13-25 year olds can feel safe, be real and thrive. We recognise that there will always be more to do, as the ongoing demands continue.

As a Trustee, you will play a pivotal role in shaping the future of our organisation and the lives of those we serve. Your expertise, passion, and fresh perspective will be invaluable assets as we navigate challenges, seize opportunities, and continue to make a meaningful difference in the lives of the Vale's young people.

Why should you apply?

Youth Concern believes every young person has the right to be fed, to have a safe home, to a good education and later, to employment. In becoming a Trustee, you will be helping young people thrive. And because:

- you believe a few hours a month, working for young people, is a good investment of your time;
- you want to give something back;
- your skill set will benefit a growing local charity;
- you want to be part of Youth Concern's success story.



About the Treasurer Role

We're looking for a Treasurer to join our Board and play a key role in supporting Youth Concern's financial wellbeing. Alongside the responsibilities of a Trustee, the Treasurer maintains an overview of the charity's finances.

Youth Concern is in a good financial position with healthy reserves and a mature and successful grant fundraising programme. The Treasurer helps to ensure sound financial practices are in place, with appropriate controls and procedures. A senior staff member manages day to day financial operations including liaison with our accountants; the Treasurer is a critical friend to this colleague and the CEO. Occasionally the Treasurer will be one of three Trustees required to approve bank payments online. The Treasurer also reports to the Board about the financial health of the organisation.

We are a small and stable Board. After eight years on the Board, our previous Treasurer stepped down in January 2026.

Key responsibilities

- Provide a strategic overview of our finances and investment portfolio.
- To support the production of the annual budget, present management accounts to the board and support in the production of other relevant financial statements.
- Review budgets, accounts and financial statements in advance of Board and Committee meetings.
- Present regular reports on the organisation's financial position.
- Advise fellow Trustees on the financial status of the charity, and where necessary, recommend action.
- Ensure the charity complies with legislative and regulatory requirements with regards to financial matters.
- Oversee the development and implementation of systems for appraising, mitigating and reporting risk.
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the agreed budget and investment activities meet accepted standards and policies.
- Keeping the Board informed about its financial duties and responsibilities and liaising with the Chief Executive to develop the financial understanding of the Board of Trustees.
- Regularly liaise with the Chief Executive and Finance/Communications Manager regarding financial matters.

Qualities of a Treasurer

Essential

- A finance professional. A knowledge of charity finance is an advantage. Otherwise an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategic thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.
- Experience with staff management at a senior level professional.
- Within 30 minutes' travel to Aylesbury.

Desirable

- Knowledge of the voluntary sector.
- A qualified accountant.



Responsibilities of all Trustees

- Support Youth Concern's purpose, vision, goals and activities.
- Awareness of the context Youth Concern operates within.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Provide support and challenge to Youth Concern's Chief Executive in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Youth Concern's operating environment.
- Contribute to regular reviews of Youth Concern's governance.
- Attend Board meetings, adequately prepared to contribute and facilitate discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Youth Concern's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of Youth Concern's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all Trustees

- 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 equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to Youth Concern charity values.

Terms of Appointment

Terms of office

- Trustees are appointed for a 3-year term of office, renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment (estimated at one day per month)

- Attend 6 Board meetings annually. Currently meetings are held in person, with the option to attend remotely. Board meetings are 2 hours long.
- Attend Finance sub-committees, once every two months. Sub-Committee meetings are 90 minutes long.
- Scheduled meetings as required with the CEO and/or Finance and Communications Manager with flexibility to respond swiftly to the occasional ad hoc finance related issue.
- Attend strategy sessions as appropriate.



How to Apply

The TrusteeWorks team at Reach Volunteering are supporting Youth Concern with their Treasurer recruitment. Applications should be made via TrusteeWorks in the first instance.

To apply please submit your CV along with a covering letter stating why you wish to join the organisation and how your skills and experience would add value to the Board.

Please send applications and enquiries to:

trusteeworks@reachvolunteering.org.uk

Applications will be accepted until 9:00am on Monday 9 March 2026.

