

YMCA SWANSEA ABERTAWE



Yma i bobl ifanc
Yma i gymunedau
Yma i chi

JOB DESCRIPTION

POST TITLE: Board Director (Trustee)

LOCATION: YMCA Swansea (Swansea YMCA Ltd)

RESPONSIBLE TO: Chair of the board

HOURS: As required

SALARY: Voluntary

1.1 INTRODUCTION

YMCA Swansea was established in 1886 and became a company limited by guarantee in 2013. It operates as a social business and is a registered charity. It is governed by a Board of Volunteer Directors (Trustees) and employs a skilled and dedicated team to deliver services and support in Swansea and in communities across Wales.

YMCA Swansea (Swansea YMCA Ltd) is a registered charity (1154553) and limited company (8634510).

As an organisation YMCA Swansea is currently governed by our Memorandum and Articles of Association dated 1st August 2013.

We are currently undergoing an exciting period of change and although we have been resident in our grade 2 listed building on Kingsway in the centre of Swansea since 1912 (from which we have played a significant part in the lives of many people in the city) our future in youth work is much more specialised, and our heritage building is currently on the market. We are a dynamic, open organisation and our approach is to adapt our services to the needs of Young People.



Here for young people
Here for communities
Here for you

Yma i bobl ifanc
Yma i gymunedau
Yma i chi

YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

Mae YMCA yn galluogi pobl i ddatblygu eu potensial llawn a ran meddwl, corf ac ysbryd. Cawn ein hysbrydoli gan ein gwerthoedd Cristnogol ac rydym yn ffyddlon iddynt, ac rydym yn creu cymunedau cefnogol, cynhwysol a grymusol y gall pobl ifanc berthyn iddynt, a chyfrannau a ffynnu.

FAMILY & YOUTH WORK GWAITH TEULUOL AC LEUENCTID	HEALTH & WELLBEING TECHYD A LLESIAINT	HOUSING TAI	TRAINING & EDUCATION ADDYSG A HYFFORDDIANT	SUPPORT & ADVICE CYMORTH A CHYNGOR
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YMCA Swansea is a member of the YMCA Federation of England & Wales (registered charity 212810) and collectively we seek to campaign on a national level on important issues that matter to young people. This membership agreement is reviewed periodically.

Given the federated structure of the global YMCA movement, YMCA England & Wales is a member of YMCA Europe, which in turn is a member of the YMCA World Council.

Vision: *'YMCA Swansea believes that all young people deserve the chance to be the best version of themselves, to have their voices listened to and that they should help shape a better society for their own future'*

The YMCA Swansea core business services are:

- Family & Youth Work
- Training & Education
- Health & Wellbeing
- Support & Advice

YMCA Swansea has an established track record of supporting vulnerable and at-risk young people often with Protected Characteristics who may not easily access mainstream provision. We support young people through a range of youth work approaches, with the main ones being one-to-one case management, group work, youth clubs, online, trips and activities, residential and outreach interventions. We have an ever growing partnership network and deliver in conjunction with both the Local Authority and Local Health Board amongst others.

An enhanced DBS (Disclosure and Barring Service) check for regulated activity (formerly a CRB) may be required for this role.

YMCA Swansea is currently a holder of both the Bronze and the Silver Quality Marks For Youth Work (as awarded by EWC on behalf of Welsh Government).

Our key projects include:

Y-Hub - is delivered across two key strands of youth work approaches: A Drop-in Youth Club, which runs on a Friday evening and a regular drop in provision Monday-Friday. Our foundation, our aim and our drive is to create communities where young people truly belong, contribute and thrive. In a relatively short time frame of delivering this provision, we have witnessed what an invaluable service, Y-Hub is in achieving this. Y-Hub is genuinely a life-changing and at times a life-saving project.

GoodVibes - is an inclusive LGBTQ+ Youth group, that supports young people between the ages of 11-25. It runs every Tuesday evening where it provides a safe space that

reduces feelings of loneliness and isolation. Young people can build peer friendships within a community so that they belong, contribute, and thrive. It is a group where young people can be surrounded by likeminded individuals in an environment that promotes respecting other people's choices, citizenship, and cultural identity. It provides young people with the confidence to explore their own identity around people that really understand and care. GoodVibes operates on the foundation of strong values of inclusivity and diversity. Young people can come to GoodVibes without fear of judgment, harassment, bullying or discrimination and social pre-conceived norms. They can be 100% themselves and have a safe space to explore their identity. It is a group where young people can come and introduce themselves, their names, preferred names, pronouns, and favourite things. And what they receive from each other, and youth workers is acceptance, without questions.

Young Carers - Runs every Wednesday evening during school terms. This is an opportunity for Young Carers aged 8-18, to have a break from their caring role, meet other Young Carers and participate in different activities to support their physical, social, and emotional wellbeing in a safe and friendly environment. Young Carers club is about providing fun and interactive activities for young people, that may not get many opportunities outside of this provision. to be around their friends building peer networks and gaining new experiences. We provide free transport to and from the sessions for Young Carers who may not be able to access the sessions due to transport being a barrier.

1.2 THE ROLE

We are looking to bring in more experience within a number of areas, but in particular, a background in **current professional Youth Work and safeguarding experience, mental health, charity finance and marketing** would be particularly welcome. With a wide experience of professional skills and life experience, our board members both share our vision of empowering Young People to achieve their potential and in working towards a fairer society.

The board currently meets formally approximately 12 times a year, although this is subject to review as it expands. These are hybrid in format.

We deliver services to a wide variety of people, with many different life experiences and it is our long-term ideal that as many of those voices are represented as possible upon the board.

This is a voluntary role and is governed by both our own articles of association and statute.

Functions of the Board include:

- To have control of the Charity and its property and funds.
- To have responsibility for overall governance and strategic direction
- To develop the aims, objectives and organisational goals in accordance with the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.

- To uphold the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust.
- To be active contributors to sub committees as required.
- To support key staff in priority areas.
- Interviewing, appointing and monitoring the work and activities of senior paid staff.

The Trustee Board members are required to sign a Code of Conduct Declaration and Register of Interest.

1.3 THE STATUTORY DUTIES OF A BOARD MEMBER

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the organisation 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 Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluations performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of funds
- To appoint appropriate staff and monitor their performance

Other duties

In addition to the above statutory duties, each Board Member should use any specific skills, knowledge or experience (competencies and attributes) they have to help the Board reach sound decisions. This may involve:

- Scrutinising Board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the Board has special expertise

1.4 YOU

Your contribution is your passion, your transferable skills and your professional expertise to ensure the ongoing sustainability of YMCA Swansea.

Together we will work towards ensuring that the Young People of Swansea can be the best that they can be.

The board currently meets monthly and you will commit to attend at least 75% of the meetings in each calendar year (be that in person or online).

You will be IT literate and with an understanding of the legal duties of the role.

In order to carry out the responsibilities of a Board Member you should:

- Be committed to the purpose, objects and values of the organisation
- Be constructive about other Board Member's opinions in discussions
- Be able to act reasonable and responsibly when undertaking duties and performing tasks
- Be able to maintain confidentiality on sensitive and confidential information
- Be supportive of the values of the organisation
- Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly
- Be able to analyse information and when necessary challenge constructively
- Be able to make collective decisions and stand by them
- Be able to respect boundaries between executive and governance function.

This role is not remunerated and only out of pocket expenses are payable to Board Members as agreed in advance by the Chair.

Board Members are formally elected at the Annual General Meeting and we would expect them to serve a term of no less than three years.

It is an aim of the organisation, and the YMCA movement as whole, that the board of directors should be as representative as possible of the people who use our services.

Additionally, you must not be excluded from becoming a director/trustee by virtue of bankruptcy or financial arrangements.

For more details, or to express an interest in joining us as a Director, please contact Richard Williams, Chief Executive Officer via rwilliams@ymcaswansea.org.uk or 07719 518141.

For more details of our work, please visit our website www.ymcaswansea.org.uk