



Independent Trustee

Briefing Pack

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1. Introductory remarks from Melanie Walker - Chair of Trustees

Dear Applicant

We're really pleased that you are thinking of joining the Board of Space (DYS Space Ltd). We are a new young people's charity (and Company Limited by Guarantee) and have been trading since February 2017. Previously Devon County Council's Youth Service, we are now an independent public sector mutual organisation.

We are passionate about young people's life chances! We recognise the need for relevant and flexible support services as they transition through their adolescence. We view young people as 'creators rather than just consumers' and believe that they have a key role in developing their own communities, which is why they have been key in developing our vision for the future.

Our Board comprises a number of trustees absolutely committed to our vision and values. Each brings a range of expertise to the table. We now have a vacancy for an Independent Trustee and are looking for individuals who will rise to the challenge, be forward thinking and steer the future development of Space. You will have a passion for the future for young people's services. You will bring specific expertise to help drive organisational development and strategic direction in line with our charitable objects. These are challenging roles and represent a unique opportunity to be part of an exciting period of development for young people's services across Devon. We particularly wish to hear from applicants who can reflect the diversity of the young people we work with and/or have commercial experience.

Like most other youth organisations and services across the country, Space and its partners are working in a challenging financial and political environment. At the same time, youth worker's knowledge, skills and attitudes to young people's development have been in increasing demand across allied professions, including in social work, education, community safety and health.

We aim to be ambitious and progressive. Despite a backdrop of financial austerity, we want to ensure our services continue to develop and grow to respond to local community needs, wider policy agendas and the ever-changing needs of Devon's young people. Space are more able than ever to demonstrate our value and impact when working with individual and groups of young people and with other community based organisations. We also know that our work contributes significantly to the wider services young people require as their needs ebb and flow throughout their teenage years.

We aim to realise our ambitions by collaborating with others and minimising duplication. We already contribute to collaborative national, regional and local partnerships to continually improve our services and will continue developing this approach.

Your experience and commitment could help us realise Space* vision of "Unlocking potential with young people and their communities" thank you again for your interest and we look forward to hearing from you.



2. Introduction to space*

Previously known as Devon Youth Service (part of Devon County Council), we are a successful and innovative service with a clear vision of young people being at the heart of their communities. DYS Space Ltd, space*, has been founded as a public sector mutual (PSM), with charitable status, and works to the principles of partnership, openness and employee engagement.

space* :

- Inspires, supports, educates and be welcomes all young people
- Advocates for and with young people and their communities - even those who choose not to use our services
- Openly engages and collaborates with partners and other stakeholders
- Provides inclusive and accessible services
- Provides a continuum of professional, dynamic, high quality services
- Will evolve and grow through innovation and responsiveness to build a progressive, inspirational organisation

In so doing, we will contribute to key cross-cutting local and national outcomes, from economic prosperity to health and wellbeing to resilience and safety.

In a landscape that has seen young people's services decimated across the country, we aim to be a beacon, demonstrating that with determination and innovation, young people can still be afforded the crucial services they require during their transition to adulthood – services that can assist them to continue playing a full and productive role in their communities.

Our Vision, Mission and Values

Unlocking potential with young people and their communities

Our Vision is predicated on the principle of 'doing with' rather than 'doing to' young people and their communities. We will realise this vision by placing a strong emphasis on developing meaningful relationships with a wide range of strategically important partners, including DCC Education and Social Care departments, the Police, Health, academies and a range of local, regional and national Voluntary and Community Sector (VCS) organisations.

Advisory groups have been established (directly aligned to the Board of Trustees), enabling employees and young people to influence and develop service delivery.

space* is committed to reinvesting any surpluses to further our strategic objectives. We are currently refreshing our business model to enable us to deliver more youth services across Devon and beyond. By developing new services and securing funding from new sources, space* aims to become more financially sustainable, relying less on traditional forms of income.

We continue to provide a diverse range of services, programmes and activities, ensuring that DCC can continue to deliver its statutory obligations under relevant legislation, as well as delivering a broad range of other community-based outcomes.

In addition, space* is committed to developing new service lines. We intend to secure contracts which align with our vision, mission and values and access external grant funding to enhance the offer available to individuals, communities, partners and other public bodies.

Our mission states that:

We are a bold, confident and enthusiastic learning organisation, which meets the needs of partners, young people and their communities, by providing reliable, creative and well-timed services. The foundation of all our work is the development of meaningful relationships.

The following values have been identified by space* staff as the behaviours that will underpin our organisational culture. These values will drive space* and are designed to inform the behaviours of staff and influence the way that decisions are made:

- ▼ *Integrity* - Doing what's right, even when no one is watching;
- ▼ *Respect* - Interacting with fairness, kindness and dignity;
- ▼ *Determination* - We give people a second chance, and a third, fourth, fifth....;
- ▼ *Collaborative* - Doing great things together and with others;
- ▼ *Accountable* - Managing risk, taking responsibility and being accountable to each other and our stakeholders;
- ▼ *Dynamic* - Creating fun and a little bit of weirdness.

Key facts

We currently deliver 5 main service lines:

- Open access evening youth provision open to all young people in the specified age ranges
- Targeted 1-2-1 work with young people with more complex needs, including many referred from a range of partners such as Social Care, schools, CAMHS etc.
- DoFE awards for young people with protective characteristics
- A variety of support packages for upwards of 100 VCS youth organisations across Devon (delivered with our key partner, VOYC)
- Our Chances Educational Support Service for those young people struggling in mainstream educational settings (purchased services)

We operate from 9 well equipped Youth and Community Centres across Devon, located in Bideford, Okehampton, Barnstaple, Tiverton, Exmouth, Exeter, Dawlish, Newton Abbot and Totnes.

We utilise a fleet of minibuses, people carriers and mobile provision to run our services and reach more young people.

Over 2500 young people directly used our services in the last year.

Many more thousands are supported through our direct support to over 70 VCS youth organisations

87 (c56 FTE) dedicated staff

Our first years turnover was in the region of £2.3m

Finance

DCC, through a rigorous procurement exercise awarded a 3-year contract (commencing 01 Feb 2017) to space*, with a contract sum of £1.74m for each of those 3 years.

As a company limited by guarantee and a registered charity, we are more able to access other external funding and generate income from traditional methods and the development of new, innovative services, which we are beginning to demonstrate.

The Role of a trustee

Becoming a Trustee for space* provides an exciting and challenging opportunity to be involved in the newly formed organisation and future development of youth services across Devon. We are looking for a diverse range of candidates who will bring passion, drive and, skills and expertise that will add value to our organisation. This expertise could include, but won't be limited to: Commerce, Finance, Property, Marketing, Funding and ICT. We have achieved much since we established.

Roles to be appointed

The Board is comprised of nine Trustees, six of these, Independent Trustees (including the Chair), and three Staff Trustees (including the CEO).

We are now looking to appoint a further Independent Trustee to complete our board. These are part-time, voluntary roles, requiring a commitment of approximately a day per month. As a Board member you will be both a Director of a company and Trustees of a charity. This will entail having duties and responsibilities under company law and charity law. Whilst not onerous these must be taken seriously. More information regarding being a Trustee and the duties and responsibilities involved can be found via this link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

Further information

If you would like an informal discussion about the roles then please contact Mel Walker, Chair of Trustees, on 07943861700 or Kev Henman, CEO of DYS Space Ltd, on 01392 662112.

3. Trustee – Role Description and Person Specification

The role and principal responsibilities

Trustees will:

- Work closely with the Chair of Trustees and other members of the Board, during their period of appointment
- Ensure the organisation complies with its governing document and pursues the objectives defined in it
- Ensure the organisation applies its resources exclusively in pursuance of its objectives – the charity must not spend money on activities which are not included in its own objectives
- Contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance
- Safeguard the good name and values of the organisation
- Ensure the efficient administration of the organisation
- Ensure the financial stability of the organisation
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- Work with other trustees alongside the CEO and monitor his/her performance

In addition, and with other Trustees, each Trustee must hold the charity 'in trust' for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, purpose and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its 'corporate' behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity's assets, both tangible and intangible, taking due care over their security, deployment and proper application
- Ensuring that the charity's governance is of the highest possible standard

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.

The above list of duties is indicative only and not exhaustive. Trustees will be expected to perform all such additional duties as are reasonably commensurate with the role.

Person Specification

Values:

- A commitment to developing the potential of young people and their communities
- A commitment to Nolan's 7 principles of standards in public life – selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- A commitment to the value of collective governance and mutualisation

Key Skills:

- Outstanding communication skills and developed networking skills
- Ability to influence and negotiate successfully
- Ability to think strategically and creatively
- Ability to understand, analyse and challenge a range of information
- Ability to lead and inspire a team of professional, committed and motivated individuals
- Commitment to the organisation and a willingness to devote the necessary time and effort
- Understanding of the role and value of the service and willingness to grow awareness of the range of services on offer
- Preparedness to make unpopular recommendations to the board and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of the team
- An understanding of the respective roles of the Chair, Trustees and CEO
- An understanding of the challenges of leading an organisation in its early development, or in periods of significant change

Experience:

- Knowledge of and/or a passion for developing young people and their communities
- Experience of performance management of senior managers
- Directing or managing fundraising and income generating activities
- Building and sustaining relationships with key stakeholders and/or colleagues to achieve organisational objectives
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- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity

Other:

- A 'can do' attitude
- Comfortable with 'measured' risk and innovation
- Willingness to attend Board meeting and be available for and respond to telephone calls and electronic communication from senior management of the organisation
- Willingness to attend occasional daytime and evening events

4. Eligibility

- Applicants must be over the age of 18
- In anticipation of the new organisation securing charitable status you will not be able to apply if you:
 - Have an unspent conviction for an offence involving dishonesty or deception
 - Are currently declared bankrupt, or are subject to bankruptcy restrictions order or an interim order
 - Have an individual voluntary arrangement to pay off debts with creditors
 - Are disqualified from being a company director
 - Have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under S.181(2) of the Charities Act 2011. You will not be able to apply if you are "associated" with Devon County Council. "Associated" means that you are currently an elected member or an officer of Devon County Council, or have been an elected member within the preceding 4 years. This restriction is necessary to ensure the organisation's independence in the eyes of the Charity Commission.

5. How to apply

We'd love to hear from you! Send us your CV outlining your achievements in each role and including details of two referees (referees will not be contacted without your prior knowledge and consent). A supporting statement explaining how you believe your skills and experiences match the requirements of the role, directly addressing the person specification. We would particularly welcome applicants from diverse backgrounds and circumstances and people experienced in commercial activities.

Applications to be sent to: recruitment@spacepsm.org

Please note that by submitting your application you are giving consent to the information that you provide as part of your application being stored and used in the selection process. In line with the Data Protection Act 1998, all information about you will be securely held, with access restricted solely to those involved in the appointment process. Your data will be destroyed within 12 months unless you are appointed as a Board Member.