



YOUNG TRUSTEE RECRUITMENT PACK 2020

INTRODUCTION FROM **OUR CHAIR**

**Our vision is simple -
to prevent a new generation
of youth unemployment.**



In 2018 we consolidated our services in London schools, completed our first year in north Nottingham and launched in coastal Kent. In 2019 we began delivering DFN-MoveForward, which targets young people with learning disabilities who are amongst the most at risk of future unemployment.

For the first time, we are looking to recruit new young trustees to continue our ongoing transformation with the vision and enthusiasm to drive forward a charity with growth ambitions which are relevant to commissioners, schools and young people. There will also undoubtedly be tough challenges ahead for young people arising from the Covid-19 crisis, and we must ensure we are ready to respond to these needs.

We are looking for young people who are driven and have fresh insights from their own experiences of overcoming barriers. We are also keen to fully represent the communities we work within and are particularly keen to invite applications from BAME candidates. We are open to first-time trustees and will offer you as much support as you need in your new role.

ThinkForward is launching a new five-year strategy in the autumn and it is an exciting time to join us. Change is often tough and as a young trustee you will have the belief, passion and resilience to help us succeed in shaping our future. I'm extremely excited about this opportunity to refresh our board and governance arrangements and I encourage you to consider becoming a board member of ThinkForward.

Charlie Green,
Chair

ABOUT THINKFORWARD



ThinkForward exists to empower young people to create better and brighter futures.

Many young people face barriers such as a lack of opportunity in their communities, low household incomes, challenging relationships and limited aspirations. Without support, these hurdles can lead to a high risk of unemployment, with long-term negative impacts on a young person's career and life chances.

There are more than 800,000 16-24-year-olds in the UK who aren't at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics.

We run two programmes that allow more than 1,000 young people to gain the independence, skills and confidence they need to fulfil their potential and have happy and successful futures. In an ever-changing world we support them to prepare for their move to adulthood, the working world and the start of the rest of their lives.

The ThinkForward programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, empowering young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

Specialised ready for work activities support young people to get familiar with the workplace, become inspired and identify a pathway to their chosen career. We run this programme in 18 schools in north and east London, Nottingham and Kent.

Just 6% of adults with a learning disability are in paid work. We are determined to change things through our new programme, DFN-MoveForward. Coaches work with young people who have mild to moderate learning disabilities, providing long-term support to prepare them for sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities. We also work closely with parents to engage them in the opportunities and benefits of the programme. The DFN-MoveForward programme operates in schools and colleges in London, Kent and the West Midlands.

OUR VISION

To prevent the next generation of youth unemployment in areas of the UK that most need our support – London, Nottingham, Kent, and Warwickshire.

OUR MISSION

To provide long-term personalised coaching to young people at the highest risk of unemployment, to enable them to transition into sustained work.

OUR VALUES

Integrity I will do what I say

Determined I will believe in people's potential

Innovate I will search for creative solutions

Trusted I will trust my colleagues

Collaboration I will collaborate

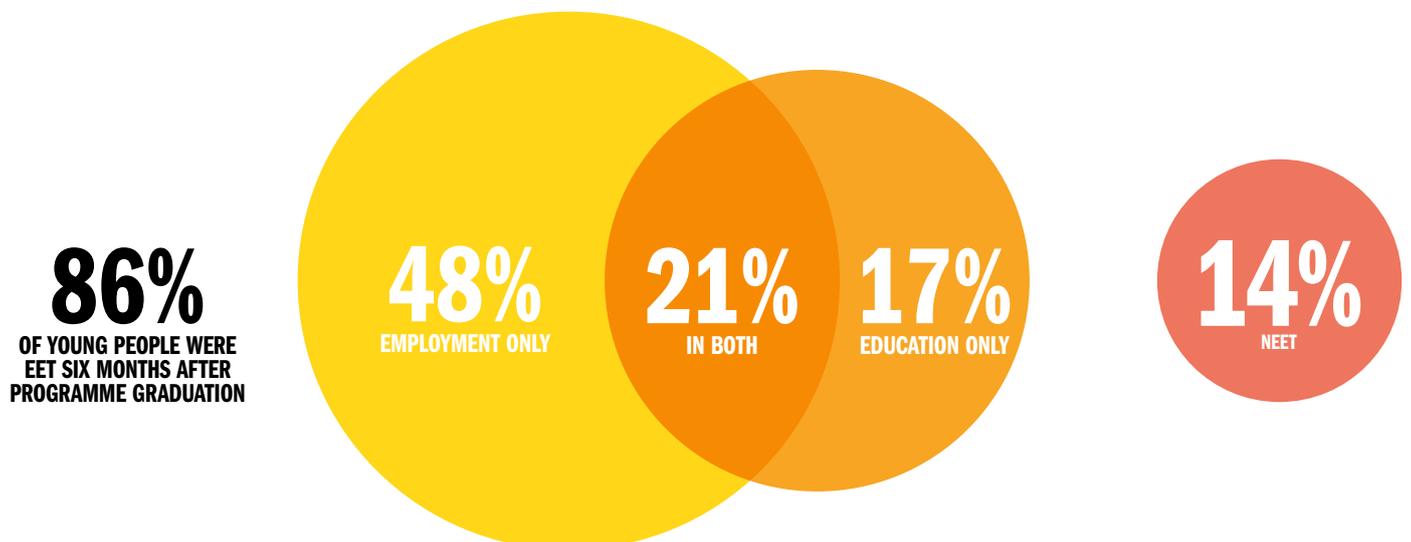
OUR IMPACT

We supported **1,122** young people in **2018/19**

ThinkForward		MoveForward
957	YOUNG PEOPLE ON THE PROGRAMME	165
6,534	1-2-1 COACHING SESSIONS DELIVERED	426
3,749	GROUP COACHING SESSIONS DELIVERED	290
896	PARENTAL ENGAGEMENTS	67
427	READY FOR WORK ACTIVITIES	88

We intentionally work with the most at-risk young people, as interventions exist for those who require less intensive support. Through a scoring mechanism and the knowledge of school staff, we identify 13-year olds with

known risk factors, including poor behaviour, attainment and attendance and whether young people are in care, on free school meals or have special educational needs.



For our most recently graduated cohort.

*known outcomes, including self-employed young people

YOUTH

PARTICIPATION

At ThinkForward one of our key organisational aims is to develop the role of our young people in the design and direction of our programme.

We've reached an exciting stage in the development of our youth participation strategy, as we commit to recruit two young trustees to the Board. The Board of Trustees will help support and deliver ThinkForward's commitment to ensuring the involvement of young people in our mission. Young trustees especially will be expected to work closely with, and participate in, ThinkForward's national youth board which will soon be established.

The youth board will enable young people to become influencers in their communities, and work alongside the adult board to implement change. Youth board members will lead on several priorities, which were identified from a survey of our young people. The questions were designed by young people to learn about the opinions and experiences of their peers on the programme, and we were delighted to get nearly 400 responses.

One focus of the youth board will be to ensure that more young people participate in our ready for work activities. They'll support us to better promote these events through improved promotion, use of digital platforms and self-registration.

Another aim will be to provide even better support to young people to enable them to get a job. This will include developing information to map the labour market in each location to highlight the availability of local jobs, and to allow young people to really understand their career options and the role of their coach in guiding them.

In 2020 we will also continue to provide peer leadership roles through our national ambassador programme, deliver local social action projects, conduct regular peer research and celebrate young people's participation through positive story telling. There will also be an emphasis on increasing the membership of our alumni network. This creates opportunities for young people who have graduated to give back, by sharing their journey and experience with the next ThinkForward generation.

To support us to deliver on these key goals we were delighted to secure funding from the Jack Petchey Foundation to appoint a programme communications intern for one year. This role is also providing a young person with a fantastic opportunity to take their first steps in the youth charity sector.

THINKFORWARD TEAM

BOARD OF TRUSTEES



Charlie Green
Chair



David Vaughan
Chair of Finance
Risk & Audit
committee



Jill Baker
Trustee



Vanessa Morphet
Trustee

EXECUTIVE TEAM



Ashley McCaul
CEO



Vicki Wright
Chief Operating
Officer



Matt Archer
Director of
Delivery



Hannah Sharp
Director of
Fundraising and
Communications
(Maternity leave)



**Steina
Adolfsdottir**
Head of
Fundraising
(Interim)

YOUNG TRUSTEE ROLE

Role

Young Trustee

Positions available

Two

Term appointment

A three-year term with option to stand for a second term

Time commitment

Six meetings per year, generally three hours

Location

London
(Flexibility for those interested who are not London-based)

Pay

This is a voluntary position, but reasonable expenses are reimbursed

AS A YOUNG TRUSTEE YOU WILL

- Ensure our vision, mission and values are maintained
- Bring your energy and knowledge from lived experience to the decision-making of the Board
- Work together with board members to ensure we act in accordance with the charity's legal framework
- Support the board to implement the five-year strategy (2020-25)
- Act jointly with board members to ensure good governance structures are in place, regularly reviewed and that we keep to them
- Hold the executive team to account by both supporting and challenging them
- Join with the board to ensure our finances are being used only for our mission and are well-managed
- Act as a passionate ambassador of ThinkForward
- Represent ThinkForward at key external events and develop and maintain active relationships with key stakeholders
- Safeguard the reputation and values of ThinkForward
- Declare any conflicts of interest while carrying out trustee responsibilities
- Help to ensure our risk assessment is reviewed annually and that we are protected against anything that could harm the organisation
- Understand personal liability for the actions of the organisation and other trustees
- Join one of our sub-committees
- Support fundraising efforts
- Work with the Chair of the Board to regularly review your performance

YOUNG TRUSTEE ROLE

SUPPORT YOU WILL RECEIVE

As this may be your first experience of being a board member, we will do all that we can to ensure you are a well-equipped to carry out your responsibilities, these efforts will include (but are not limited to):

- Application support from our CEO
- Induction programme
- Access to trustee training courses (commencing in October)
- Shadowing and mentoring opportunities
- Support to meet trustees from other organisations and join networks for more learning

BENEFITS TO BEING A YOUNG TRUSTEE

- Feel fulfilled by doing important work for other young people
- Learn about the highest level of governance and understand how the charity sector works
- Gain leadership, teamwork, communication and decision-making skills
- Grow your professional network
- Build your CV with this great experience
- Demonstrate your passion for making a positive impact
- Make friends

MORE ABOUT THINKFORWARD

Please check out our annual reviews at thinkforward.org.uk/annual-reviews

View our social media channels:

 @ThinkForwardUK

 thinkforwarduk

 thinkforward-uk

PERSON SPECIFICATION



- **Must be over 18, preferably under 24**
- **We particularly encourage applications from those who have a lived experience of the challenges our young people face, such as:**
 - Discrimination (by ethnicity, disability, gender, class)
 - Costs associated with finding work like buying work clothing/equipment or travel
 - Jobs available not being flexible to your personal needs
 - Mental health issues that make it hard to look for, start or maintain work
 - A lack of diverse, well-paid jobs available locally
 - Having unstable housing or being homeless
 - Experience of being in care
 - Lack of a network to support with job applications
 - Youth offending
- **Good and clear communication skills**
- **Ability to work effectively as a team member**
- **Committed to ThinkForward’s vision, mission and values**
- **Interest in or willingness to learn about the political, policy, cultural and social background ThinkForward works in**
- **Has time to commit to the role**
- **Responsible and fair and respects confidentiality**

HOW TO APPLY

Write us a letter of application (200-500 words) showing:

- Why ThinkForward interests you
- The experiences, skills and passions that make you suitable for the role (use the person specification)
- Daytime and evening telephone and email contact details

If you have any special education needs and want to apply over the telephone, by recording a video or by any other appropriate way then please contact us.

We strongly encourage attending an online application support session on **Tuesday 25th August** with our CEO, Ashley McCaul.

Contact Esra Mansour to confirm your place on our support session, send in your application or if you require special arrangements:

Telephone 07341 832 005
Email esra.mansour@thinkforward.org.uk

Closing date Monday 31st August
Interviews Week commencing Monday 14th September

Our CEO, Ashley McCaul, would be delighted to speak to any interested candidates:

Telephone 07912 391 658
Email ashley.mccaul@thinkforward.org.uk
LinkedIn www.linkedin.com/in/amccaulsfg

ADDITIONAL READING

Do you have questions about being a young trustee?

Here are some information resources

- Young trustee guide: developing the next generation of charity leaders (August, 2015)
https://www.cafonline.org/docs/default-source/about-us-publications/youngtrusteesreport_1682a_web_080915.pdf
- The essential trustee: what you need to know, what you need to do (May, 2018)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

