



Dear applicant,

Thank you for your interest in becoming a trustee at BYHP (Working with young people). The below description of BYHP's activities, the Trustee Role profile and an Application Form are enclosed. For an informal discussion please do contact Clare Norton, Interim Chief Executive Officer on 01295 259442.

This is an exciting time for BYHP as we move to a new purpose built Youth Centre in Grimsbury, Banbury. We have just diversified our services significantly launching a social enterprise and employability training course. We are aiming to establish ourselves in these new ventures, securing the future of the charity, and then develop further to support more vulnerable young people and contribute to building the new Grimsbury community.

If you have the skills to contribute to this journey, we very much hope you'll express your interest and apply to join us.

We look forward to hearing from you.

Clare Norton

Interim Chief Executive Officer

BYHP's Aims

BYHP's mission statement:

"BYHP exists to support and assist young people in finding and maintaining a safe home from which they may be assisted to determine their own opportunities in life"

BYHP's Values and Principles

- We will treat young people with respect, dignity and honesty.
- We will involve young people in all aspects of the planning, development and delivery of services and individually in decisions that involve them.
- We will ensure that services are delivered efficiently, effectively and are continuously improving, consistently meeting high standards and the needs of young people.
- We will work to develop and promote effective partnership working.
- We will maintain and develop a range of services for young people at risk, where appropriate in partnership with other organisations and seeking to complement, not duplicate services.

Background

BYHP was launched in Banbury in 1990 as a multi agency initiative led by the County Youth Service in response to the rising levels of homeless young people in the area. BYHP became an independent registered charity in 1995, and in 2006 BYHP became a Company Limited by Guarantee and is governed by a voluntary Board of Directors who bring with them wide and varied knowledge and skills.

Who does BYHP work with?

BYHP offers a range of services to young people aged up to 25 who are homeless or in housing need. The charity works with young people across Oxfordshire. On average BYHP works with in excess of 400 young people in the Cherwell District each year. Over half of all the young people we see are aged 16 and 17, with roughly equal numbers of men and women. 37% of the young people were homeless on their first visit to BYHP and 4% of young people had slept rough at some point in the last 4 week period.

BYHP's Services

Drop In

BYHP's Drop In is part funded by The Big Lottery with the brief to provide a range of activities to engage and support young people at risk. The service programme is

designed with young people and includes a range of structured and informal group work helping build skills, confidence and self esteem. The Centre provides a safe space for young people to meet and spend time.

Unlocking Potential and BYHP's On a Roll

BYHP runs Unlocking Potential, an employability skills course for unemployed young people to help them gain skills, qualifications and the ability to move into employment. Our social enterprise, BYHP's On A Roll, corporate catering and sandwich shop, provides work experience following on from the course. The BIG Lottery fund this initiative. The shop has been established with the primary objective of training young people whilst developing an income stream for the charity. BYHP's On a Roll is a subsidiary of BYHP, based in Banbury town centre, for more information visit www.byhpsonaroll.co.uk.

Alcohol Support

Comic Relief fund us to support young people to reduce their alcohol use through better understanding of the consequences of over using alcohol. We run this alcohol awareness project in the BYHP Drop In, local secondary schools and youth clubs.

Domestic Abuse

BYHP supports vulnerable young people who are/or have been the victims of domestic abuse through group support work and individual 1:1 casework. We deliver the Recovery Toolkit training course in partnership with a local Children's Centre.

Family Work

Our skilled mediators, where appropriate, will work with homeless young people and their families to enable them to remain at or return home. We work with the families in groups and put them in touch with other agencies who can support them with issues such as alcohol use or depression. With funding from charitable trusts BYHP has expanded this scheme to prevent homelessness at an earlier stage by working with young people aged 13 plus and their families.

Mental Health support and Counselling Service

BYHP has a small team of qualified and experienced Counsellors who are able to provide valuable additional support to young people who may be vulnerable.

Not in Education, Employment or Training (NEET) to In Education, Employment or Training (EET)

BYHP is funded By Oxfordshire County Council to support homeless young people across the county move into education and employment. This enables BYHP to link young people into training and employment initiatives at an early stage and break the "no job, no home, no job" cycle. We have close links with Connexions and training and employment providers across the area.

Nightstop

Nightstop provides overnight accommodation for homeless young people with volunteer 'host' households. Hosts are vetted and supported so that the scheme is able to offer

help to the very vulnerable. Banbury Nightstop has been operating successfully since May 1999.

Service User Involvement and Consultation

BYHP is a user led service aiming to involve young people in all aspects of its service delivery and is constantly piloting and adapting new ways of achieving this. We ask young people for feedback on our services through formal meetings, a suggestion box, questionnaires, evaluation forms and group and individual discussion. Young people regularly volunteer at BYHP in a variety of ways, for example during the drop-in sessions and helping to run prevention sessions in schools. BYHP aims to give young people opportunities to help them secure employment and has been able to provide employment for young people that have been users of our services in the past.

Partnership Working

BYHP's roots lie in partnership working and one of its prime functions is identifying need and facilitating a multi agency response to that need. We try to find collaborative ways of responding to need on a daily basis. We work closely with our partners and value the strong links that have been established within the areas we work.

Quality of Service

BYHP Quality Policy means that we are constantly working to improve our services. BYHP collects detailed information on every young person who contacts the agency and produces statistical information on a quarterly basis. We measure the success of our work with young people through outcome measurements. All BYHP's services are evaluated on an annual basis with changes made in light of the evaluation. Leading on from this, BYHP's Business Plan is reviewed and updated annually. BYHP is an affiliated member of Nightstop UK, Shelter National Housing Advisory Service, Advice UK, Homeless Link, SITRA and NCVO. BYHP's advice and information service has been awarded the Community Legal Service Quality Mark – General Help with Casework. BYHP has been identified by the Commission for Rural Communities as a project which demonstrates best practice, we also won the Community Group of the Year Award from The Banbury Guardian and are an Employer of Excellence recognised by Peninsula Business Services for the promotion of good practice, employee relations and Equal Opportunities for all staff.

Becoming a trustee

All applicants should note that all responsibilities and decision making (including finances) are collective. We are looking for trustees who can offer a range of professional skills, in particular:

- Legal advice,
- Expertise working with young people, ideally with an Oxfordshire focus,
- Advice work
- HR,
- Marketing,
- Social enterprise and
- Young people who have formerly used the service

BYHP has obtained Trustee Indemnity Insurance to limit trustees' liability.

To apply to become a trustee, please review the attached role profile and complete the Application Form and return it to:

Clare Norton

Interim Chief Executive Officer

BYHP

49A Castle Street

Banbury

OXON, OX16 5NU

Or by email to clare.norton@byhp.org.uk

Who is eligible to be a trustee of BYHP?

This section has been adapted from Charity Commission guidance.

If you are over 18, meet the Role Profile Person Specification and are not disqualified from becoming a trustee, then you are eligible to apply.

Some people are disqualified by law from acting as trustees, including anyone described in section 72(1) of the Charities Act 1993. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty;
- anyone who is an undischarged bankrupt;
- anyone who has been removed from trusteeship of a charity by the Court or the Commissioners for misconduct or mismanagement; and
- anyone under a disqualification order under the Company Directors Disqualification Act 1986.

It is normally an offence to act as a trustee while disqualified unless the Charity Commission has given a waiver. Certain individuals are also disqualified from holding a range of positions in children's charities, which includes charity trusteeship.

We will need a declaration from the prospective trustee that they are not disqualified. We will also consult official registers of disqualified persons. As BYHP works with vulnerable young people, we will ask all Trustees to agree to BYHP obtaining a Disclosure from the Criminal Records Bureau (CRB) on their behalf.

If you are unsure whether you are eligible to apply, please do call Clare Norton and have an impartial conversation with us.

A Role Profile for BYHP Trustees

Introduction

Many charities now provide role descriptions and person specifications for their trustees. As well as helping the organisation clarify the role of its trustees, these are useful aids for people thinking about becoming trustees and help those considering nominating others for trusteeship to put forward suitable candidates.

Trustee Role description

Role title: **Trustee of BYHP**

The duties of a trustee are:

- 1 to ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations;
- 2 to ensure that the charity pursues its charitable objects as defined in its governing document;
- 3 to ensure that the charity applies its resources exclusively in furtherance of its objects, (the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are);
- 4 to contribute actively to the Board of Trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- 5 to safeguard the good name and values of the charity, acting as an ambassador for the charity, promoting its good name and reputation;
- 6 to ensure the effective and efficient administration of the charity;
- 7 to ensure the financial stability of the charity;
- 8 to protect and manage the property of the charity and to ensure the proper investment of the charity's funds;
- 9 to appoint and support the CEO and monitor their performance;
- 10 in addition to the above statutory duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance on new initiatives or other issues relevant to the area of BYHP's work in which the trustee has special expertise.

Person Specification

General

- 1 a commitment to the organisation and the empowerment of Young People
- 2 a willingness to devote the necessary time and effort
- 3 strategic vision
- 4 independent judgement
- 5 an ability to think creatively
- 6 an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- 7 an ability to work effectively as a member of a team
- 8 Nolan's¹ seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership

¹Lord Nolan's Report of the Committee on Standards of Public Life Vol. I 1995, HMSO



BYHP

(Working with Young People)

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BANBURY OX16 5NU
Email: pam.linzey-jones@byhp.org.uk
Website: www.byhp.org.uk
Tel: 01295 259442
Fax: 01295 701410

CONFIDENTIAL – APPLICATION FOR TO BE BYHP TRUSTEE

Personal Details

Surname:

First Name:

Address:

..... Post Code:

National Insurance Number:

Date of Birth.....

Contact Tel: Day: Eve:

Email address:

Skillset required by BYHP's Trustee Board

Finance and Planning
Management
Communications and IT
Fundraising
Marketing
Education and Training
Youth services / Housing
Human Resources
Legal
Volunteering
Business and entrepreneurial
Policy and research

NB Each trustee does not require all of these skills, we are looking for individuals specialising in one or two areas

Present/Most Recent Employment or Voluntary Role

Job Title:

Start Date:

Employer/Organisation:

Nature of Business/Activity:

Please outline your role:

Are you a current BYHP volunteer? Yes/No

Have you ever been a BYHP volunteer? Yes/ No

Where are or have you volunteered for BYHP?

Current and Previous Employment/Volunteering History
Please give details of other jobs/volunteer roles you have had starting with the most recent

Name of Employer/Organisation	Dates to/from	Position and Duties

Will any current roles present a conflict of interest if you are successful in obtaining this position:

Yes / No

Education & Training

Secondary School, Colleges & Universities attended	Dates	Details of subjects studied and examination results

Other Training/Qualifications and Membership of Professional Bodies with dates and levels attained

Qualification/Professional Body (if appropriate)	Date

Relevant Experience

Please say why you are applying to be a trustee and highlight any achievements or experiences, including those gained through voluntary work, you consider relevant to this application. Please could you outline your particular skills and strengths which will enable you to make a difference to the governance of BYHP.

Please feel free to continue on separate sheets as necessary. Please attach your CV.

References

Please give details of two referees who can comment on your relevant skills and experience. Family members may not be given as referees. No contact will be made before your permission is obtained.

Reference 1	Reference 2
Name:	Name:
Position:	Position:
Relationship to you:.....	Relationship to you:.....
Address:	Address:
..... Post Code: Post Code:
Contact Telephone No:	Contact Telephone No:
Email:.....	Email:.....

Can we take up references prior to interview YES/NO	

Not everyone is eligible to be a Charity trustee. Please confirm that you meet the attached criteria.

Please note that any offer of a role will be subject to satisfactory references, bankruptcy check and a CRB check.

Can you please advise where you saw the post advertised:

Declaration

I declare that the information in this form is true and complete. I understand that if it is subsequently discovered that any of the details I have given are false or misleading, I may be regarded as ineligible for recruitment and liable to be asked to leave the Board. I confirm I am eligible to become a trustee of the charity.

Signed: Date: