

# YOUTHLINE

## WE'RE LOOKING FOR A NEW TRUSTEE/ NON-EXEC DIRECTOR!

### DUTIES INCLUDE

- Ensuring that Youthline is carrying out its purposes ✓
- Complying with Youthline's governing document and law ✓
- Acting in Youthline's best interests ✓
- Managing Youthline's resources responsibly ✓
- Acting with reasonable care and skill ✓
- Ensuring that Youthline is accountable ✓

### INTERESTED? COMPLETE OUR APPLICATION FORM AND SEND TO:

COLLETTE REYNOLDS  
HEAD OF OPERATIONS  
VIA EMAIL:

[COLLETTE@YOUTHLINEUK.COM](mailto:COLLETTE@YOUTHLINEUK.COM)

THE TRUSTEES WILL THEN BE IN TOUCH FOR AN INFORMAL CHAT. PLEASE BE AWARE THAT WE ARE AN ORGANISATION THAT TAKES OUR RESPONSIBILITIES TO THE SAFEGUARDING OF VULNERABLE CHILDREN, YOUNG PEOPLE AND ADULTS EXTREMELY SERIOUSLY.



Youthline

# YOUTHLINE

## ABOUT US

Youthline is a local charity, with 36 years history, providing high quality one to one counselling services to young people aged between 12 and 25 and adults who care for or support young people. Our geographical area covers the borough of Bracknell Forest.

Currently we operate at a Town Centre location, ten Bracknell Forest secondary schools and one independent school. We have links with Family Intervention Teams and Youth Service in Bracknell Forest to expand our reach to parents/carers.

Our service is designed to be an early intervention service that prevents more serious problems arising. At any one time, we have a team of approximately 55 counsellors working with us providing counselling sessions in the afternoon and evenings on five days per week and Saturday mornings (including school holiday times). We have an excellent staff team who manage the day to day business.

Check out our website- [youthlineuk.com](http://youthlineuk.com) - for much more information about what we do and how we do it.

Our existing Trustees are a dedicated and friendly team with lots of different experiences to draw upon. We are all proud of the way in which we work together to guide and support the organisation. We are especially looking for people with bid writing experience. All are committed to ensuring Youthline's long term sustainability because we recognise the importance of what we do. We will welcome the challenge and fresh thinking that will come from new Trustees!



# YOUTHLINE ABOUT YOU

You will have a real interest in (and maybe experience of working with) young people and want to help make a difference their emotional well-being.

•You will want to help ensure the continued success of Youthline - that involves seeking funding opportunities, protecting our reputation and acting as an advocate for us in the local community.

You will have some time that you can devote to attending Board meetings and meetings with staff during the year.

You may be looking for experience in this type of role for career development reasons.



# YOUTHLINE

## DUTIES OF TRUSTEES

### **Ensuring that Youthline is carrying out its purposes for the benefit of the public:**

This means knowing what we can and cannot do within our stated purposes; understanding how we are fulfilling these purposes and benefiting our community; and being confident about the difference that Youthline is making to our clients.

### **Complying with Youthline's governing document and the law:**

Trustees need to be familiar with our governing document; up to date with filing accounts, returns and any changes to our Charity Commission and companies registration details; and aware of other laws that apply to our charity. We do not claim to be experts in these matters but it is the duty of the Trustees to take reasonable steps to find out.

### **Acting in Youthline's best interests:**

We should make balanced, informed decisions; listen to the advice and reasonable suggestions of our staff team; recognise and deal with conflicts of interest; be prepared to question and challenge; and accept majority decisions. We are not focussed on preserving Youthline for its own sake, nor are we here to serve our own personal interests.

### **Managing Youthline's resources responsibly:**

Trustees should ensure that we manage risks, protect our assets (including our reputation) and people; seek the resources that we need; have appropriate controls and procedures and follow them; maintain of office base; and hold responsibility for, and to, staff and volunteers.

### **Acting with reasonable care and skill:**

This means using our skills and experience; deciding when we need advice; preparing for meetings; getting the information that we need (financial management); and being prepared in case something goes wrong.

### **Ensuring that Youthline is accountable:**

Trustees must meet legal accounting and reporting requirements; show that Youthline complies with the law and is effective; ensure that we meet the terms of any SLA or grant funding that we receive; be accountable to those within the community who have an interest in our work; ensure that staff and volunteers are accountable to the board; and welcome accountability as an opportunity and not a burden.

