

## **TRUSTEE BOARD MEMBERS**

### **Role Description & Person Specification**

## **Our vision**

For every young person to be equipped with the skills and behaviours to go on to lead good, happy and successful lives.

## **Our mission**

ReachOut is a mentoring charity working with children in disadvantaged communities to raise aspirations and help them grow in character and competence.

We improve self-confidence and develop Numeracy, Literacy and Communication Skills, whilst reinforcing our core values of Fairness, Self-Control, Good Judgement and Staying Power.

We do this through one-to-one mentoring with positive role models and team activities, to promote leadership, trust and responsibility.

## **What we do**

ReachOut runs mentoring projects for young people in schools across London and the North-West of England.

Mentees are referred by schools to support their academic attainment, increase confidence and self-esteem, improve behaviour, and to provide the benefits of an additional role model.

Each project involves weekly mentoring sessions through the academic year involving one-to-one academic & non-academic activities with volunteer mentors, group activities with mentors and young people, and extracurricular activities such as multi-sports, drama and arts and crafts, all focused on building character, raising aspirations and increasing social and academic confidence.

For more information, visit [www.reachoutuk.org](http://www.reachoutuk.org) and read our latest impact report [here](#).

This is an exciting time to be involved with ReachOut. At the start of the COVID-19 pandemic, we adapted quickly, developing an online mentoring model and enhancing our programmes to support the changing and increased needs of young people. We have ambitious growth plans and are aiming to reach more young people across the country over the coming years.

## **Who are we looking for?**

ReachOut are looking to recruit two new people onto the Board of Trustees, willing to bring energy, enthusiasm and commitment to the role, and support the strategic growth of the charity.

We are particularly looking for:

- Experts in education and working with young people (particularly from the communities we support) – senior-level school and M.A.T leaders
- Experts in finance, accounting and risk-management
- Experts in charity governance

It is important that trustees reflect our geographical reach in London and the North West, and that we have diversity of knowledge, experience and background on the trustee board.

## The role of the Board of Trustees

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

Our board of trustees have shared responsibility for the overall governance, financial health and strategic direction of the charity, developing its organisational aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

In addition to the statutory duties, each Trustee uses their specific skills, knowledge and experience they have to help the Board of Trustees reach sound decisions and support the Chief Executive and Senior Management Team in delivering the charity's mission.

As a member of ReachOut's trustee board, you will have the opportunity to contribute to a growing organisation, knowing that your time will go some way towards helping young people most in need, to go on to lead good, happy and successful lives.

### Duties:

- Support and provide advice on ReachOut's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee ReachOut's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve ReachOut's financial statements.
- Provide support and challenge to the CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the landscape that ReachOut operates in
- Contribute to regular reviews of ReachOut's governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect ReachOut's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of ReachOut's objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

*[There may be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.]*

## What can you gain from becoming a charity trustee?

- As a trustee, you gain the opportunity to donate your skills, time and attention to a cause you love. Trustees are often drawn to a charity because they're passionate about a particular cause, whether that's something they're interested in or something they've experienced themselves.
- It can be an effective way to build your skills and boost your career - Trustees are exposed to a wide range of skills needed to oversee a charity: strategy and business planning, governance, HR, finance, marketing, fundraising, evaluation and more.
- It is a great way to give back to your community through sharing your valuable skills, knowledge and experience

## Person Specification

- Enthusiasm for ReachOut's vision and mission.
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Commitment to and willingness to lead according to ReachOut's values, our Character Strengths of Fairness, Good Judgement, Self-Control and Staying Power.

## Important information

**Location** ReachOut board meetings are held remotely and online.  
There may be the occasional request to attend in-person events/ReachOut mentoring sessions in our various locations, and one board meeting a year in-person.

**Hours/time-commitment** This is a voluntary position, but reasonable expenses are reimbursed.

Estimate of time needed: 0-5 hours per month.

There are four full board meetings a year that last approx. 2 hours, outside regular office hours.

Trustees may be asked to join one of the two board sub-committees, each of which meets 4 times a year a few weeks in advance of full board meetings

Meetings are held on weekday evenings.

Papers for meetings are distributed 3 working days (plus a weekend) in advance of meetings

**For any further information or to book an initial, exploratory conversation please contact Bejal Shah at [bejal.shah@reachoutuk.org](mailto:bejal.shah@reachoutuk.org).**