

REACHOUT

CHARACTER | CONFIDENCE | CHANGE

Recruitment Pack

Trustees and Committee Members



REACHOUT

is a charity providing targeted youth enrichment programmes for 9–14-year-olds. We work with schools in underserved areas where many young people don't have the same opportunities that others do.

We work in communities where some young people are held back by low social and academic confidence, fewer connections to employers and a lack of opportunities to develop essential skills needed for the future. This limits our whole society's potential and perpetuates a cycle of inequality which we refuse to accept.

Our programmes combine mentoring from positive role models, interactions with employers and activities and experiences that cultivate character and promote socio-emotional skills development. This helps young people to become more confident, resilient and better equipped for the future.

Our vision is for every young person to have the socio-emotional skills and opportunities they need to thrive



Find out more about who we are and what we do at reachoutuk.org

Who are we looking for?

If you're passionate about supporting young people from under-resourced communities to thrive, and you have the skills and experience to help shape and guide our organisation to achieve our vision, we'd love to hear from you.

We're currently recruiting for the following roles:

- Trustees
- Committee Members for our Programmes and Impact Committee and Finance, Audit and Risk Committee.



Become a ReachOut Trustee

ReachOut are looking to recruit Trustees to the Board who are willing to bring energy, enthusiasm and commitment to the role, and support the strategic growth of the charity. We are particularly looking for people to have one or more of the following:

- Understanding and experience of safeguarding children and young people in the education sector.
- Knowledge and experience as a senior leader within the education sector.
- Experience of professional fundraising in working with corporates, high net worth individuals, individual giving programmes, grants and trusts and/or events.

We are also keen to hear from people who have on or more of the following:

- Experience of charity governance and / or trusteeship.
- Experience of developing commercial or traded income streams that encourage innovation and scalable growth
- Extensive experience in communications, public relations & marketing alongside the development and implementation of communication strategy that drive engagement, enhance brand visibility and support organisational goals.
- Experience of using social investment and social value to influence strategy that creates sustainable future.
- A confident networker who will bring relevant connections and facilitate introductions for the benefit the charity.

If you have lived experience relevant to our work or can bring a perspective that is under-represented, we strongly encourage you to apply.

Become a ReachOut Committee Member

If you're considering a trustee role in the future but are unsure if it's the right fit, we're also recruiting for new members for our committees.

Joining a committee allows for focused, flexible involvement with ReachOut, with less legal responsibility and time commitment compared to a trustee.

You'll learn how the charity operates and understand the governance processes, alongside gaining opportunities for specialised contributions to specific projects or initiatives, skills development and networking. **You can find out more information about our various committees on page 7 and 8.**



The role of a Trustee

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 Trustee of ReachOut's board, you will have the opportunity to help govern a growing organisation, knowing that your time will contribute to helping young people, who may not have the same advantages as others, develop the social and emotional skills and opportunities they need to thrive.

Duties of all Trustees:

- 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 & 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.



Trustee Person Specification

We're looking for trustees who have:

- Enthusiasm for ReachOut's vision and mission.
- Understanding of the legal duties, responsibilities and liabilities of trusteeship in the UK charity sector.
- Able to demonstrate strategic vision and think creatively.
- Willing to speak their mind and exercise independent judgement, whilst operating with tact and diplomacy.
- Ability to work with others in a way that supports positive board dynamics.
- Ability to represent the organisation credibly externally.
- Availability and commitment to perform the role and dedicate the time required to fulfil the role.

Important information about the role:

Location: ReachOut board meetings are held in person in London, online if necessary.

There may be the occasional request to attend additional in-person events / ReachOut mentoring sessions in our various locations.

Time commitment: This is a voluntary position, but reasonable expenses are reimbursed. The overall time commitment for a Trustee is expected to be around 30 hours per annum.

There are four full board meetings a year that last approx. 2 hours, outside regular office hours. Meetings are held on weekday evenings.

Trustees are invited to join one committee where their skills and expertise apply. The committees are Finance, Audit & Risk, Programmes & Impact, and Remuneration & Nominations.

Papers for meetings are distributed a minimum of 1 week in advance of the meeting date.



The role of a Committee Member

If you're considering a trustee role but are unsure if it's the right fit, joining a committee allows for focused, flexible involvement with ReachOut, with less legal responsibility and time commitment compared to a trustee. You'll learn how the charity operates and understand the governance processes, alongside gaining opportunities for specialised contributions to specific projects or initiatives, skills development and networking.

Duties of committee members:

- Support ReachOut's in the attainment of our purpose, vision, goals and activities.
- Attend all scheduled committee meetings, adequately prepared to contribute to discussions.
- Contribute to regular reviews of the committee subject area.
- Provide knowledge, expertise and offer insights that assist the committee in making decisions.
- Provide support and challenge to the ReachOut leadership and management team in the exercise of their duties.
- Follow the committee's rules, guidelines, and ethical standards, ensuring that the committee's work is conducted fairly and legally.

Committee member person specification:

- Enthusiasm for ReachOut's vision and mission.
- Able to demonstrate strategic vision and think creatively.
- Willing to speak their mind and exercise independent judgement, whilst operating with tact and diplomacy.
- Ability to work with others in a way that supports positive committee dynamics.
- Ability to represent the organisation credibly externally.
- Availability and commitment to perform the role and dedicate the time required to fulfil the role

Important information about the role:

Location: ReachOut committee meetings are held remotely and online. There may be the occasional request to attend in-person events / ReachOut programme sessions in our various locations.

Time commitment: This is a voluntary position, but reasonable expenses are reimbursed. The overall time commitment for a committee member is expected to be around 2-3 hour per month (time spent in meetings as well as preparation and follow-up work. There are four full committee meetings a year that last approx. 60 minutes Meetings are set based on members availability during the working week. Papers for meetings are distributed a minimum of 1 week in advance of the meeting.



The Programmes and Impact Committee

The purpose of the Programmes & Impact Committee is to oversee the strategic aspects of ReachOut's programme activities with young people. This includes maintaining an overview of performance, impact and quality assurance, delivery targets, monitoring and evaluation planning, and safeguarding.

ReachOut is looking to recruit new committee members who can bring energy, enthusiasm and commitment to the role and to strengthen our experience and expertise and encourage diversity of thought. Being part of this committee is a rewarding role which will support the strategic growth of the charity.

We are particularly looking for people to have one or more of the following:

- In-depth understanding of safeguarding legislation, policies, and procedures relevant to working with children and young people.
- Expert in designing, implementing, and managing robust Monitoring and Evaluation frameworks.
- Experience in managing data systems with advanced skills in data analysis, and leveraging data to drive strategic decisions.
- Proven experience in developing, implementing and evaluating volunteer management and development strategies.
- Extensive experience in designing and developing a curriculum that is engaging and inclusive,
- Knowledge and experience as a senior leader within the education sector.
- Possesses in-depth knowledge of and experience in implementing quality assurance (QA) methodologies, strategies, standards, and best practices tailored to the specific needs of the organisation.
- A confident networker who will bring relevant connections across the school sector and facilitate introductions for the benefit of the charity.

If you have lived experience relevant to our work or can bring a perspective that is under-represented, we strongly encourage you to apply.



The Finance, Audit and Risk Committee

The purpose of the Finance, Audit & Risk Committee (FARC) is to oversee the strategic aspects of ReachOut's financial activities and accountabilities. This includes monitoring the relevant KPIs and risks concerning the strategic and operational plan, as well as assessing the viability and feasibility of new products, fundraising events, and other initiatives.

The FARC has an overview of income, expenditure, and investments, agrees on proposed annual budgets, monitors and reviews risk appetite, and agrees on mitigation controls. Additionally, the committee ensures ReachOut's compliance with the requirements of the Charity Commission and Companies House.

ReachOut is looking to recruit new committee members who can bring energy, enthusiasm, and commitment to the role, while strengthening our experience, expertise, and encouraging diversity of thought. Being part of this committee is a rewarding role that will support the strategic growth of the charity.

We are particularly looking for people to have one or more of the following:

- A relevant accounting qualification
- Experience in financial management and accounting within the charity sector with the relevant accounting standards
- Understanding of VAT regulations and compliance requirements relevant to charities with the ability to provide strategic advice on VAT planning.
- Experience in managing legal aspects of commercial agreements, contracts, and compliance and an understanding of how they apply to the Charity sector.
- Experience in creating and implementing strategies for generating income through commercial activities.
- Expertise in developing and managing successful partnerships with corporate sponsors, high net-worth individuals, individual giving, grants, trusts and events.
- A confident charity ambassador skilled in articulating ReachOut's mission and goals to diverse audiences.

If you have lived experience relevant to our work or can bring a perspective that is under-represented, we strongly encourage you to apply.



How to apply

Please submit your application via email to HR@reachoutuk.org including an up-to-date CV and a supporting statement (maximum two pages) that outlines your interest in the role and your fit against the role criteria. In the subject line, please quote 'Trustee application' or 'Committee member application' and your full name.

Please note: applications to the role of trustee must meet [eligibility requirements set out by the Charity Commission](#) and reside in the UK.

Key Dates

Applications Close	Monday 14 October 2024 at 9am
First Interview (online)	Week commencing 21 October 2024
Second Interview (online)	Week commencing 4 November 2024
For successful Trustee applications:	
Board meeting (in-person)	20 November 2024, 5pm-7pm

Any other questions? If you would like to have an informal conversation about the role, please contact our CEO, Ben Hilton, on Ben.Hilton@reachoutuk.org

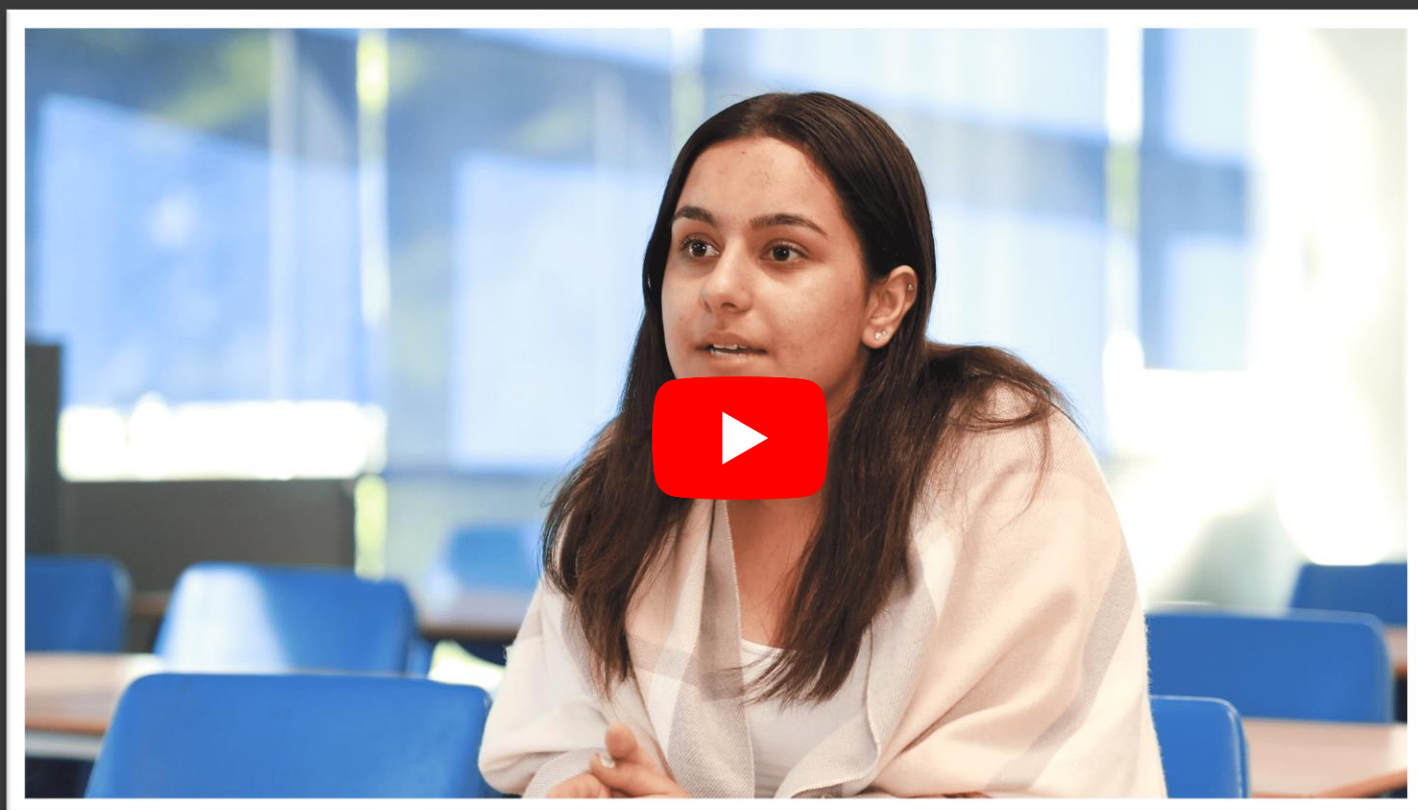
Please note: if you are a successful applicant, you will be required to undergo an enhanced criminal records check with the Disclosure and Barring Service. ReachOut will cover the cost of the check and guide you through the process.

All staff have a responsibility to safeguard and promote the welfare of children and adults. The role holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Our commitment to equity, diversity and inclusion

ReachOut is committed to being an inclusive and diverse organisation. We actively welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientations, and any other protected characteristics, to provide a diverse range of experiences, ideas, and insights into our work. We understand the importance of having trustees and committee members that reflect the backgrounds and experiences of the communities we serve. More than half of the young people we work with are from Black Caribbean, Black African, Bangladeshi, and Turkish backgrounds, so if you are from these ethnic groups, we would particularly appreciate receiving your applications.

Find out more about who we are
and what we do at reachoutuk.org



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