



BACKGROUND INFORMATION: YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT

Who are we? We are an organisation comprising approximately 130 youth clubs, groups and projects in Hampshire and the Isle of Wight involving some 17,500 young people and 2000 youth workers and other volunteers. We employ a small team of youth work professionals who are based at our offices in Winchester. We have been delivering a continuous service since 1942 as a registered charity and a company limited by guarantee. We are funded largely by grants, local authority support and through the outstanding efforts of our Fundraising Committee

What do we do? We work with both young people and youth workers to achieve our aim of working to enable young people to fulfil their true potential.

Why do we do it? "To help and educate young people especially, but not exclusively, through their leisure time activities so to develop their mental, physical and spiritual capacities that they may grow to full maturity as members of society, that their condition of life may be improved" (*Extract from Youth Clubs Hampshire and Isle of Wight's Constitution*)

What Are Our Principles? The work of YCHIOW is driven by its commitment to the following principles:

- Youth work is about delivering work aimed at the social and personal education of young people.
- YCHIOW is committed to equal opportunities and staff will actively demonstrate this commitment throughout all aspects of their work.
- Young people have a right to be safe. YCHIOW will always work within its Child Protection and Health and Safety policies to ensure this right of all young people.
- Young people should be enabled to make informed choices and encouraged to take a full and active part in all aspects of their lives.

What is the Context of our Work? YCHIOW works with young people from 8 to 25 years of age because they are young people first. However we recognise that some may suffer from disadvantage from time to time.

YCHIOW's work is motivated by its conviction that youth work is about delivering a service aimed at the social and personal development of young people. Young people should be enabled to make informed choices and encouraged to take a full and active part in all aspects of their lives. Our work is underpinned by the 5 outcomes of Every Child Matters; Being Healthy, Staying Safe, Enjoying and Achieving, Making a Positive Contribution and Achieving Economic Wellbeing.

We work in partnership with a wide range of other organisations including local authorities, schools and other voluntary organisations. The major reorganisation of Hampshire County Council Children's Services into 11 locality teams is going to pose us a particular challenge in developing 11 working relationships where there was only one previously. Establishing working relationships with Children's Services in Southampton, Portsmouth and the Isle of Wight will add its own level of additional challenge.

YCHIOW's achieves its aims primarily through supporting the youth workers staff and volunteers who run the clubs, groups and projects that are affiliated. This is done by providing a wide range of services including training, information and advice, networking opportunities and access to our programme of events and workshops.

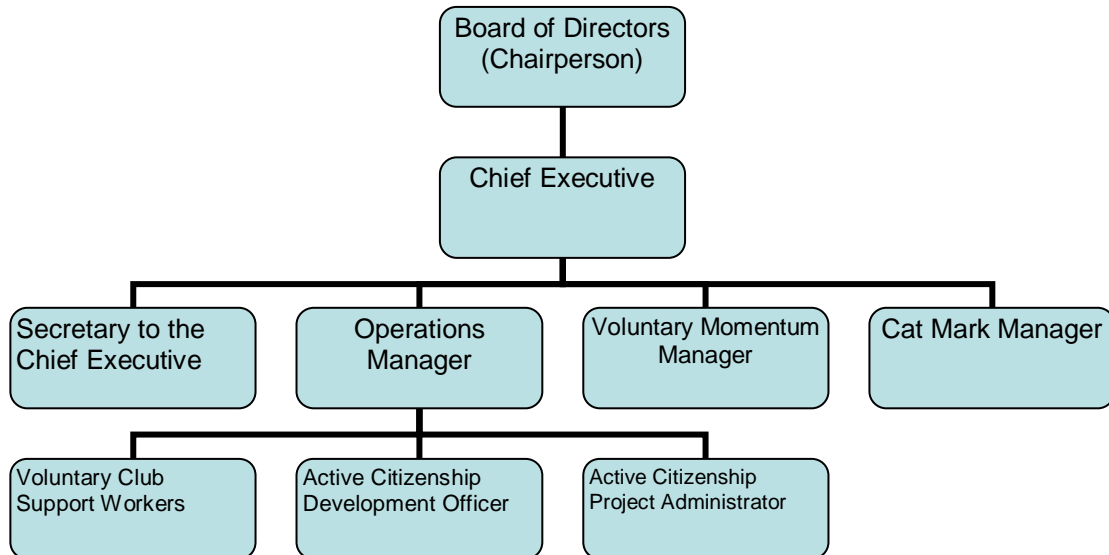




JOB DESCRIPTION FOR CHAIRPERSON

The Chairperson will be responsible to Board of Directors.

MANAGEMENT STRUCTURE



PRINCIPLES

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Working alongside the Board

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the organisation pursues its objects as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objects
- To ensure the policies of the organisation are relevant, fit for purpose and up to date.
- To safeguard the good name and values of the organisation
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds
- To co-ordinate the appointment of the chief executive.
- To act as the Chief Executive's line manager including monitoring their performance.
- To lead the development of the Board of Directors (Trustees) in conjunction with the Chief Executive.
- To plan the annual cycle of board meetings
- To set agendas for board meetings
- To monitor that decisions taken at meetings are implemented
- To represent the organisation at functions and meetings and act as a spokesperson as appropriate
- To ensure the skills of the Board are used to best effect delegating as appropriate.
- To support and maintain a close liaison with the Fundraising Committee.
- To liaise with the Chief Executive to keep an overview of the organisation's affairs, it's staff and resources and to provide support as appropriate;





ROLE PROFILE, CHAIRPERSON, YOUTH CLUBS HAMPSHIRE AND ISLE OF WIGHT

The duties and activities of the Chairperson are variable but the following is an overview of those things that the chair can expect to do on a regular basis.

- Planning the annual cycle of Board Meetings
- Setting agendas for Board Meetings
- Preparing discussion papers for Board Meetings
- Chairing and facilitating Board Meetings
- Leading discussions and specific committees as appropriate
- Focussing the Board on key issues
- Monitoring that decisions taken at Board Meetings are implemented
- Supporting and maintaining a close relationship with the Fundraising Committee
- Leading the development of the Board of Directors (Trustees)
- Representing the organisation at functions and meetings
- Providing guidance on new initiatives
- Attending Finance Committee meetings
- Acting as the Line Manager for the Chief Executive
- Sitting on Appointment and Disciplinary Panels as appropriate
- Attending some workshops and events being delivered by the staff team
- Developing and maintaining appropriate stakeholder relationships
- Liaising with the staff team





PERSON SPECIFICATION FOR CHAIRPERSON

The successful candidate should feel comfortable with Nolan's seven principles of public life:-

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

The successful candidate will also be able to demonstrate the majority of the following qualities and skills.

1. Commitment to the work of the organisation, its aims and objectives
2. The ability and willingness to devote the necessary time and effort
3. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
4. The ability to think and act strategically
- 5 Leadership skills
- 6 Good communication and interpersonal skills
- 7 Good, independent judgement
- 8 Impartiality, fairness and objectivity in decision making
- 9 The ability to respect confidences
- 10 The ability to work effectively as a member of a team
- 11 The ability to think creatively
- 12 Tact and diplomacy
- 13 Experience of committee work

It is desirable for the chairperson to be prepared to find out in detail what Youth Clubs Hampshire and Isle of Wight does and the value it brings to the lives of young people in Hampshire, Southampton, Portsmouth and the Isle of Wight.

