



DIRECTOR RECRUITMENT – YOUNG PERSON

Henderson Trust is recruiting for a new Director. To reflect the fact that much of our work is with young people, the person we're looking for must live in the North and West Earlham, Larkman and Marlpit area and be about to enter Year 13 (or its equivalent) in a school, college or training provider.

The recruitment process will be taking the form of a competition, where young people who meet the eligibility criteria will write a short article on the subject 'Young People in the Community'.

A summary of the competition is given below along with the terms and conditions.

Henderson Trust wants to recruit a young person to its board of directors and this is what we'd like you to do.

Simply read and accept the terms and conditions, write no more than 1,500 words on the theme of 'Young People in the Community' and you could be on the way to impressively building your C.V.

The best five submissions will each receive £30 and the opportunity to be interviewed for the vacancy as a director of **Henderson Trust**. The best candidate will receive a further £20 and will be offered a great opportunity to help guide the work of a local charity including a small, dedicated budget for youth or community work.

Your involvement will last for no more than 12 months for which you will be paid expenses and receive all necessary training and support.

The terms and conditions are overleaf but you must live in North or West Earlham, Larkman or Marlpit and be about to enter Year 13 of school or its equivalent.

Submissions must be received by 18th August, so get your skates on!

For further details e-mail Sally: sally.fox@henderson-norwich.org

Terms and Conditions

1. You must be going into Year 13 or equivalent at school, college or training provider, and have the permission of a parent or guardian to enter this competition.
2. You must be resident in North Earlham, West Earlham, Larkman or Marlpit (NR5 postal code area).

3. Between 1,000 and 1,500 words must be written by you (using 'Word' or similar software) on the theme of 'Young People in the Community'. To be submitted by 4pm on 18th August to Sally Fox at the address below (e-mail preferred).
4. Your submission must include your name, age, address, contact details and confirmation that you understand these terms and conditions and have parental consent to enter the competition.
5. You must be prepared to be a director of Henderson Trust for 12 months and abide by the rules of the Trust.
6. Entries will be judged by Sally Fox and members of the Board of Directors. Their decision will be final.
7. There will be a maximum of five winners, all of whom will be invited to be interviewed to become a director. (The interviewers' decision will be final.)
8. Up to four winners will receive £30.
9. The ultimate winner will:
 - a. receive £50 and will be invited to become a director for 12 months
 - b. have responsibility to guide a budget of up to £5,000 on youth-related activities
 - c. receive training and support to help them
 - d. be expected to attend the Trust's Board Meetings every two months
 - e. receive expenses related to their attendance at meetings
10. Send your completed document to:

Sally Fox
Henderson Trust
Henderson Business Centre
51 Ivy Road
Norwich
NR5 8BF

sally.fox@henderson-norwich.org

An information pack is attached which includes a description of the work that Directors do, a person specification and a summary of the work of **Henderson Trust**.

Because **Henderson Trust** is a registered company as well as a registered charity a director of the company will become a trustee of the charity but the roles should be considered as one and the same.

In this instance we want the director to work with us for no more than 12 months at which time we will recruit again.

JOB DESCRIPTION

Name: **Date Revised:** November 2013

Position: Trustee/Director **Reporting to:** N/A

Location: Henderson Business Centre/other locations **Responsible for:** N/A

Job Purposes/Objectives:

The role of a trustee is:-

- to ensure that Henderson Trust complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that Henderson Trust pursues its objects as defined in its governing document, and in its agreed area of benefit
- to maintain proper financial control and ensure that Henderson Trust applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are

- to set and maintain vision, mission and values
- to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- to ensure accountability
- to set up employment procedures and respect the roles of staff/volunteers
- to support the operational management of the organisation
- to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of Henderson Trust
- to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
- to promote Henderson Trust
- to act in the best interests of the charity, never in the interests of oneself or another organisation

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Henderson Trust in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

NOTE: This post may be subject to a Disclosure and Barring Service check at an enhanced level.

Henderson Trust

Trustee/Director: Person Specification

Personal Competence

Henderson Trust Trustees are expected to demonstrate all of the following personal competencies and the capacity to apply these to the direction of the organisation:

ESSENTIAL

Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee
2. Empathy with the vision, mission and aims of Henderson Trust
3. A willingness and ability to devote the necessary time and effort

Focus

4. Ability to think and apply knowledge strategically,
5. Ability to think creatively
6. Ability to keep mission-focused
7. Ability to analyse and evaluate management information and other evidence
8. Willingness to listen and learn

Communication and team working

9. Ability to communicate clearly and sensitively and to take an active part in discussions
10. Ability to influence and engage
11. Ability to work effectively in a group
12. Willing to express their own opinion in a reasoned way, while also listening to the views of others
13. Ability to challenge constructively and ask questions appropriately

Accountability

14. Ability to exercise sound and independent judgement
15. Willingness to make and stand by collective decisions, including those which may be unpopular

16. Ability to manage difficult and/or challenging situations
17. Ability to maintain confidentiality on confidential and/or sensitive information

Skills and Experience

DESIRABLE

The knowledge, skills and experience in the list below are relevant to Henderson Trust's main areas of activity.

Henderson Trust would normally expect each Trustee to be able to demonstrate experience in at least one of the areas below.

Management

1. Strategic leadership and management within a commercial or charitable environment.

Stewardship and governance

2. Trusteeship in a similar size or larger organisation.

Specialist expertise

3. An area of expertise relevant to Henderson Trust such as accountancy/financial management, project management, community development, economic development, education and learning.
4. Policy formulation based upon knowledge of community development and regeneration.
5. Fundraising.
6. Marketing, communications or public relations.
7. Service provision in communities.
8. Developing and delivering services in disadvantaged communities, which promote inclusion, equal opportunities and diversity.
9. An in-depth understanding of Henderson Trust's area of benefit, the issues affecting it, and the organisations who work in it.

