

# Coach Core Foundation

## **Risk and Safeguarding Trustee - Recruitment Pack**

Description, Duties  
and Person  
Specification



# About Us

Coach Core is a social mobility charity that uses sport and apprenticeships to change the long-term career pathways of young people facing discrimination, exclusion, or lack of opportunity in the UK.

Everything we do is about convening the right people and collaborating with the right organisations. With a staff team of only 11, we instead make the change we want to see by building and empowering local networks that can then address the challenges in their own communities. By using the vehicle of sports coaching, these young, relatable role models are then bringing much-needed additional sport and physical activity resources to the areas that need it most, so they are not only changing their lives, but those around them too.

Since 2012, we have worked with nearly 1000 apprentices in 19 UK cities, placing them with over 250 employers across the sport, physical activity, and youth work sectors. In addition to developing their own skills and improving their future prospects, these inspiring young people facing lack of opportunity, exclusion or even discrimination, have also impacted over 12 million beneficiaries through their work.

***As a trusted and respected partner in the sport and physical activity sector, we now embark on the next chapter of our journey.***

We will soon be launching our 2024 – 2027 strategy that seeks to deepen the impact of the charity and enhance our offer further over the coming years so that we can ultimately provide more life-changing career opportunities than ever before. We also want to demonstrate the socio-economic impact of our work by elevating our profile in the right places and using our platform to become an even stronger advocate for under-represented young people and for apprenticeships in general.



## Our Model:

- Fundraise to provide grants that assist community facing employers.
- Engage a broad spectrum of partners to recruit young, diverse, NEET talent
- Work with specific training providers to enroll apprentices,.
- Establish powerful partnerships to provide an unparalleled programme of education and skill development.
- Give individuals access to opportunities and help them achieve positive career pathways.

# Who we're looking for

**As part of our mission, we are now seeking amazing new trustees to join us and lend their experience, skills and passion to help us on the next part of our journey.**

## Could this be you?

Whilst safeguarding is the responsibility of all Trustees, we are looking to appoint a dedicated Risk and Safeguarding trustee. Upon our launch as an independent charity in 2020, it was decided that we would create a fixed role on our board linked to risk and safeguarding due to the young people that we serve and the environment of 'sport for change' in which we operate.

We – the charity and its board – have a varying level of interaction with our young people, but our role is to ensure we are building the right networks and support systems to enable the change we want to see. Unlike many other charities, we do not rely on volunteer workforce and can therefore focus our efforts solely on our operations and our small team.

The aim of this role is to support the senior management team to ensure the charity adheres to the highest standards of best practice linked to our risk and safeguarding policies and procedures. We are therefore seeking an experienced and passionate individual who would balance being that critical, independent ally to the charity whilst frequently advocating for the work we do.

## Ready for it?





# Duties

The Risk and Safeguarding Trustee will fulfil all the duties, obligations, and responsibilities of a general charity trustee as outlined by the Charity Commission in their **Essential Trustee Guide**. In addition to this, this specific role requires you to:

- Support the overall cultivation of a positive risk and safeguarding culture within the charity.
- Ensure the charity is adhering to relevant safeguarding legislation and other relevant obligations as required by the Charities Commission.
- Work with the charity DSL's to ensure the charities risk register adequately reflects safeguarding risks and identifies further actions to be taken, if required.
- Support the senior management team with any relevant policy and procedures review and implementation linked to risk and safeguarding.
- Support the staff and trustees in developing their individual and collective understanding of safeguarding through a variety of means and methods.
- Be the 'go to' for counsel on relevant questions and queries linked to risk and safeguarding within the Coach Core team/board when required.
- Act as the independent individual for any complaint escalations linked to risk and safeguarding

## Person Specification

- Significant experience working in safeguarding for children and young people, with a particular focus on those who are under-represented and/or those that face barriers to life chances. This could be in youth work, welfare or social services, other charity / similar sectors, etc.
- Awareness of relevant safeguarding guidance and best practice and a commitment to remain abreast of all key developments in this area.
- Ability to maintain confidentiality on sensitive information linked to the charity.
- Passion and alignment to the ethos of the charity.
- An understanding of the sport for change landscape would be advantageous, but not essential.
- Potential informal 1:1 meetings with key charity team members (based on your skills and insights) on a frequency to be jointly agreed.



## Location

In-person meetings to take place in London (as listed in Time Commitments below) with online arrangements made where necessary.

# Time Commitment

The Risk and Safeguarding trustee will play a vital role with the support and expertise they lend to the CEO and the wider charity. The expectation will be:

- 4x 2-hour quarterly board meetings per annum (in person) with 4x 60-minute 'update only' meetings per annum (online) at midpoints between these board meetings.
- Lead or attend quarterly, internal safeguarding meetings (45mins maximum)
- 2 – 4 sub-committee / steering group meetings per annum (60min maximum)
- Any other requests for time made to review policy/procedures are made in agreement and in advance with the trustee.
- Invitations to key charity events where applicable/available.
- Potential informal 1:1 meetings with key charity team members (based on your skills and insights) on a frequency to be jointly agreed.

All meetings take place on weekdays and during work hours. We would like to underline that we fully understand the volunteer nature of this role and will be respectful of the time given to support the charity.



## Our Offer

- A structured induction programme to the charity and its people.
  - The opportunity to further your development and understanding in the sport for change sector, in the world of apprenticeships, and/or working with under-represented young people in our settings.
  - A chance to grow your network through your peer trustees, the literal hundreds of Coach Core employers and partners, and be part of a number of events throughout the year where we invite supporters to meet the team.
- Any training and development that the charity offers as part of its education or perks to staff that we can make available / is of interest to you.
  - An opportunity to fundamentally and directly shape the future direction of this exciting, young charity that has already achieved so much in its first few years.
  - Unremunerated with reimbursement of expenses in line with CCF's standard expense policies.

## Terms of Office

The terms of office for elected trustees is 3 years. At the end of this period, trustees may be nominated for a further term, and there is a maximum of 3x three-year terms before a mandatory resignation would be required. Re-election can only be considered after another term has passed.



**Closing  
Date:**

Friday 26th  
April 2024,  
5pm.

# Application Process

Email your CV and a short cover letter (one side of A4) explaining how you meet the person specification to Gary Laybourne, CEO at: [gary.laybourne@coachcore.org.uk](mailto:gary.laybourne@coachcore.org.uk)

**Shortlisting and online interviews to take place through May 2024. Dates to be agreed with shortlisted candidates accordingly.**

*The Coach Core Foundation is an equal opportunities employer and therefore is committed to promoting equality of opportunity and diversity and to tackle any forms of discrimination within our working environment, whether on grounds of race, gender, sexual orientation, gender re-assignment, disability, age, class, religion or belief. These principles underpin our professional behaviour and are embedded in our policies, procedures, day-to-day practices and external relationships. We therefore welcome and encourage job applications from people of all backgrounds. If wish to see our Trustee Selection Policy, please do not hesitate to request this via the individual above.*

*We are committed to protecting the privacy and security of your personal information. If you would like to see a copy of our privacy notice please email us via the contact individual mentioned above. CCF are committed to safeguarding the welfare of our apprentices, their employers, our partners and the communities in which each of these operate. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.*



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