

Coach Core Foundation

Treasurer 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?

We are looking to appoint a Treasurer Trustee to join our committed and experienced Board of Trustees.

The Treasurer will have the relevant qualifications and experiences outlined below and they will need to be operational focused as well as governance focused.

Together with the Board and CEO they will have a genuine opportunity to be actively involved in the future direction of the charity, enthusiastically advocating for its work, and making a life-changing difference to hundreds of young people.

Ready for it?



Duties

The Treasurer Trustee will fulfil all the duties, obligations, and responsibilities of a Trustee as outlined by the Charity Commission in their **Essential Trustee Guide**.

In addition, while financial matters are the responsibility of all trustees, it is helpful for one trustee to take the lead to support, advise and guide the Board specifically. As such, the Treasurer will have overall oversight of the key processes and strategic financial performance of the charity. They will also:

- Agree and set an overall approach to finances with the CEO/Chair.
- Chair the audit committee, execute the actions accordingly with the CEO, and liaise with the auditors on the preparation of accounts and the annual report.
- Present budgets, management accounts and annual financial statements to the Board.
- Ensure accounting records are kept, financial resources are controlled, invested, and economically spent, in line with good governance, legal and regulatory requirements.
- Ensure the development and implementation of financial reserves.
- Liaise with the member of staff responsible for the financial activities of the charity.
- Monitor and advise on the financial viability of the charity.
- Monitor specific financial controls and adherence to the systems employed by the charity.
- Advise on the financial implications of any new growth or project strategy.
- Develop and monitor the charity financial risk-management process.
- Act as a counter signatory where required.



Person Specification

As the Treasurer Trustee you will have a background in finance demonstrated through a recognised, professional accounting qualification and an understanding of the Standard of Recommended Accounting Practice (SORP) for charities. You will be able to commit the time outlined above and possess the strategic vision and the ability to think creatively to work with this ever-growing charity. You will have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and enjoy working as a member of the Board team.

Location

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

Time Commitment

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. 2 – 4 sub-committee / steering group meetings per annum (60min maximum)
- Potential informal 1:1 meetings with key charity team members (based on your skills and insights) on a frequency to be jointly agreed.
- Any other requests for time made to review specific projects or processes are made in agreement and in advance with the trustee.
- Invitations to key charity events where applicable/available.

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

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.



**[Coach Core Foundation](#), 3 More Place, Collinson,
London, SE1 2AQ - UK Charity Number: 1186782**