



*Making it happen!*

**YSS Chair of Trustees  
Recruitment Pack  
April 2024**



## A welcome from the Managing Director of YSS

**“Thank you** for your interest in becoming our next Chair at YSS”.

Established as a charity in 1986, YSS supports individuals who face multiple life challenges across Worcestershire, Shropshire, Telford and Wrekin, Herefordshire, and Warwickshire. We have specialised expertise and experience of supporting people involved in the criminal justice system and those most poorly served by public and statutory services. Our aim is to enable and empower people who face significant life challenges to feel safe, have the opportunity to thrive, and to realise their potential.

As an organisation we do this through strong governance and leadership from an extremely capable and committed Board and Senior Management Team. Our recently appointed new Managing Director, Debb Grantham, has been with the organisation for nearly 20 years and in a recent organisational meeting stated: *“You don’t stay with an organisation for this long unless it’s a pretty special place to work and YSS isn’t just pretty special, it’s an incredible organisation that I am honoured to be part of.”*

In 2020, as part of our 5-year strategy, we developed our Theory of Change to articulate the impact we want to achieve, and, in 2022, we invested in a new IT structure and CRM to enable us to record and report on outcomes, outputs and our service user journey. We continue to build upon these frameworks, re-visiting and adapting on an annual basis.

Everyone at YSS is incredibly proud of the work we undertake, and our Trustees, staff and volunteers are committed to making a difference. We are looking for a new Chair who has the same commitment and beliefs and, as a positive confident leader and ambassador, will help us strengthen and deepen our reach into local communities, guiding and steering us through the next era of YSS growth and development.

We hope our recruitment pack and our website will give you a greater understanding about YSS and what we do, and we look forward to hearing back from you.

If you would like an informal conversation about the role, please don’t hesitate to contact me.

With best wishes

A handwritten signature in purple ink that reads "Debb Grantham". The signature is written in a cursive style and is placed on a light blue rectangular background.

**Debb Grantham (Managing Director)**

## About YSS

### Who we are.

Thank you for your interest in becoming the next Chair of YSS and playing a leading role in our mission to help people who are facing difficulties during periods of transition in life, through the provision of practical and local community support.

YSS is a charity which enables people who face significant life challenges to feel safe, have the opportunity to thrive in their community and to realise their potential. Established in 1986, we work with approximately 2000 people across Worcestershire, Herefordshire, Shropshire and Telford and Wrekin and currently have a paid staff body of 25 and an annual income of £1m. Our services span the criminal justice system, children's services, and health and social care and we are funded through a variety of sources, including statutory contracts, charitable trusts, and generous private donors. We are often described as the 'glue' between those at risk of social isolation and the wider community.

For more information about our board of trustees, please visit <https://www.yss.org.uk/about-us/governance/trustees/>.

We are proud to have as our longstanding patron, HRH The Princess Royal.

### Our new Chair.

In our new Chair, we are looking for someone with leadership experience and board level credentials who can help us strengthen and deepen our reach with stakeholders, communities, and funders. Ideally you will have some professional experience within the third sector or a personal connection with what we do.

However, wherever you are now, you will recognise how significant our organisation is within our community and will share our desire to further strengthen our impact and ensure we continue to be a sustainable provider of services to people with complex needs.

You will be a confident and positive leader and an ambassador on our behalf with the strategic acumen and emotional intelligence to promote our work and vision, and support our Managing Director, and our leadership team

## Role Description

### Objective

The Chair will hold the Board and Executive Team to account for YSS's mission and vision, providing inclusive leadership to the Board of Trustees, ensuring that each trustee fulfils their duties and responsibilities for the effective governance of the charity. The Chair will also support, and, where appropriate, challenge the Managing Director and ensure that the Board functions as a unit and works closely with the entire Executive of the charity to achieve agreed objectives. He or she will act as an ambassador and the public face of YSS in partnership with the Managing Director.

### Principal responsibilities

#### Strategic leadership

- Provide leadership to YSS and its Board, ensuring that the charity has maximum impact for its service users.
- Support the Managing Director to lead and manage the organisation well, give regular feedback on performance and conduct an annual appraisal.
- Ensure that Trustees fulfil their duties and responsibilities for the effective governance of YSS.
- Ensure that the Board operates within its charitable objectives and provides a clear strategic direction for YSS.
- Ensure that the Board is able to regularly review major risks and associated opportunities and satisfy itself that systems are in place to take advantage of opportunities and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of YSS (in combination with the lead finance Trustee), with systems in place to ensure.

#### Governance

- Ensure that the governance arrangements are working in the most effective way for YSS and that the Board regularly reviews major risks and associated opportunities.
- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change, where appropriate address and resolve any conflicts within the Board.
- Ensure that the Board of Trustees is regularly refreshed, reflects the wider population and service users of YSS and incorporates the right balance of skills, knowledge and experience needed to govern and lead YSS effectively.
- Work within any agreed policies adopted by YSS.

## **External Relations**

- Act as an ambassador for YSS objectives and mission.
- Act as a spokesperson for YSS when appropriate.
- Represent YSS at external functions, meetings, and events (taking into account time commitments outside of the role).

## **Relationship with the Managing Director and the wider management team**

- To work in partnership and support the Managing Director to ensure that the charity has a clear vision, mission, and strategic direction.
- Support the Managing Director, whilst respecting the boundaries which exist between the two roles, ensuring regular contact in an open and supportive way with opportunity for professional development and external professional support when agreed.

## Person Specification

In addition to the qualities required of a Trustee of YSS, the Chair must also meet the following requirements:

### Personal Qualities

- Personal gravitas and clear leadership style to lead an ambitious charity and communicate a sincere commitment to the mission and vision of YSS
- Exhibit strong inter-personal and relationship building abilities and be comfortable in a leading role
- Strong networking capabilities that can be utilised for the benefit of YSS (particularly in the sectors and services that YSS cover).
- Ability to foster and promote a collaborative team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

### Experience - all essential

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of or appreciation of charity governance (or wider governance) and Civil Society and current issues affecting it, and working with or as part of a Board of Trustees
- Experience of chairing meetings and events and representing organisations externally from public platforms and through effective stakeholder management

### Knowledge and Skills - all essential

- Broad knowledge and understanding of the charity sector and current issues affecting it.
- Leadership skills, ability to bring people together.
- A level of financial management and charity finance understanding.
- Good understanding of governance issues (ideally in a charity setting).

# Terms of Appointment

## Remuneration

The role of Chair is not accompanied by any financial remuneration, although reasonable out of pocket expenses can be claimed.

## Location

YSS operates across Worcestershire, Herefordshire, Shropshire, Telford & Wrekin, and Warwickshire. Our offices are in Blackpole, Worcester.

## Time commitment

Between 2 and 3 days per month. The YSS Board currently meet 6 times a year and holds 2 Audit & Risk committee meetings and up to 2 strategy planning days per year. The Chair is also expected to have regular meetings with the Managing Director and may, subject to an individual's time commitments, represent YSS at essential events. All board members are encouraged to attend YSS events, including visits from our charity Patron and are welcome to make occasional visits to projects to see first-hand the work of YSS, the people supported, staff and volunteers.

The charity's Chair (and board members) will be elected for an initial term of one year, after which they may be eligible for re-appointment for additional three-year terms, for a maximum of 10-year term.

## Equality, Diversity, and Inclusion

YSS is committed to equality of opportunity, supports and encourages underrepresented groups, and values diversity.

## Applications

Applicants must be at least 18 years old. Appointment is subject to eligibility in line with The Charity Commission criteria.

All Trustees, including the Chair, are individually and legally responsible for the charity they govern. To find out more, please visit <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

To apply, please send your CV and covering letter to [Stuart McCulloch@yss.org.uk](mailto:Stuart.McCulloch@yss.org.uk). For an informal conversation, please contact Debb Grantham, YSS Managing Director on **07989304695**.

