



YOUNG BOARD MEMBER

Appointment Brief
December 2019

INTRODUCTION



Thank you for your interest in the Youth Futures Foundation.

Young people should not be missing out on the benefits of meaningful work due to barriers that we have the power to overcome. Employers across the country continue to need motivated employees to help their businesses grow. The Youth Futures Foundation (YFF) has the opportunity to create a profound change in the way this country supports disadvantaged and under-served young people into meaningful employment.

By focusing on those young people further away from employment and by championing well-crafted solutions that have employers at their heart, we believe we can create a triple-win for society: meaningful employment for young people not in education, employment or training; engaged and motivated employees for businesses who care about their place in society; and a clear view on “what works” to help inform practitioners and policy makers concerned for those young people left behind by current approaches.

In order to achieve our mission, diverse types of knowledge and experiences need to be integrated across our organisation. We fully recognise that young people are vital to this.

Young people themselves must be meaningfully engaged, inputting into and influencing the decision-making process at all levels of governance. As one of our first two young Board members, you will help to deliver our aims and help to shape our important, wider youth voice strategy.

You will join a Board of six current Directors, bringing your fresh perspectives and experience to a vibrant team. Working with your Board colleagues and the staff team, you will help shape YFF's long-term strategy, then hold the executive team to account for delivery. You will bring your experience and perspectives as an independent, critical, yet supportive friend to the staff team and an important ambassador for YFF's work with external stakeholders. Finally, you will help YFF develop governance systems that are appropriate for a £90m grant-making organisation.

If you share our passionate commitment to helping young people further away from employment overcome challenges and find meaningful work as the foundation for a better future for themselves and society, then I look forward to hearing from you.

Joe Montgomery
Chair



BACKGROUND



WHAT IS THE YOUTH FUTURES FOUNDATION?

Youth Futures Foundation (YFF) is a new organisation that has been established to allocate dormant accounts funding to youth opportunities. The organisation will work to improve how young people a long way from the labour market are supported into meaningful employment, and will address ethnic disparities in youth employment rates.

Our work will broadly fall into three areas of activity:

- **Support** – funding and capacity building for the sector
- **Inform** – building and sharing the evidence about what works
- **Convene** – working across all the sectors who have a role to play in achieving the right outcomes for all young people



Directly supporting those already tackling these issues, particularly in areas of high youth unemployment in England



Engaging employers and business organisations across the country to create opportunities with appropriate support for young people



Developing and sharing evidence about how best to tackle youth unemployment and using this evidence to influence practice and policy



WHERE DOES THE £90M COME FROM?

This funding is made up of money that had been left in people's and companies' bank accounts for 15 years or more, and where banks have been unable to contact those customers. Being untouched for this long, they become known as 'dormant', which is why they are commonly referred to as 'dormant accounts' or 'dormant assets'.

In 2008, the government at the time passed a piece of legislation called the 'Dormant Bank and Building Society Accounts Act' which allowed banks and building societies to transfer money held in dormant accounts to an organisation called 'Reclaim Fund Ltd'. The Reclaim Fund manage and hold the funding, before passing it onto various channels.

Written into the legislation is a direction of how dormant assets funding should be spent. It says that spending must have 'a well-defined social purpose', and that one of the key things it can go towards is supporting young people.

This £90m is the first portion of funding that has come through to support young people. The government's role is to decide what the funding should focus on, but it cannot design or directly manage the funding itself. Last year the government decided that the £90m should support **young people who face barriers accessing employment, and particularly focus on addressing the differences in employment outcomes for young people from different ethnic backgrounds.**

To do this, and following lots of feedback from young people and youth organisations around the country, it was decided that a new organisation should be set up independent of government to focus (and become a leading voice) on this issue. At the end of March 2019, this new organisation was set up, and we launched as the Youth Futures Foundation.

WHAT DO I NEED TO KNOW?

WHAT SUPPORT WILL I GET?

We recognise that this might be the first time you have ever sat on a Board of Directors of this type. We will put in place several steps to support you with the process throughout your membership, including (but not limited to):

- A full induction.
- Training and support to ensure you feel equipped in carrying out the role.
- Mentoring and shadowing opportunities.
- Providing links and networks with other young Directors / Trustees across the sector.

If you are currently employed, we will work with you and your employer to ensure you can have enough time to commit to this role. If this means taking unpaid leave, we will work to ensure you are financially reimbursed appropriately, so this commitment does not leave you out of pocket.

We will also cover any other reasonable expenses in addition to travel such as childcare costs.



YOUTH

WHAT COMMITMENT IS NEEDED?

We are looking for a Director to contribute actively to the Youth Futures Foundation board. This will involve:

- A commitment to being in the role for two years.
- Completion of an induction process and additional training where required.
- Attending approximately 12 meetings a year which will mainly be held in London.
- A commitment to prepare for meetings sufficiently (which will require reading documents in advance, in order to discuss them as a Board).
- Working closely with and participating in YFF's National Youth Advisory Board (which is not yet set up).
- Involvement and attendance at occasional internal and external events, such as youth sector events, away days, funding events and social or networking events.

WHAT ARE THE BENEFITS?

- An opportunity to make a difference to the lives of other young people by supporting a cause you care about.
- Directly grow your professional network by working with and learning from fellow Directors, the wider Youth Futures Foundation team, the sector and other inspiring young people just like you.
- Help your career journey by enhancing your CV and work experience, by gaining several new skills such as strategic thinking, business planning, giving feedback and leadership.
- Time, travel and expenses covered.

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PERSON SPECIFICATION

THE ROLE

Job title:	Board Member / Director
Reporting to:	Chair (non-exec)
Location:	Meetings held mostly in London with some travel
Time commitment:	12 - 13 days a year
Pay:	Paid above London Living Wage for your time, plus travel expenses
No. of roles available:	Two

ROLE OF THE BOARD

By joining the Youth Futures Foundation's Board of Directors, you will:

- Ensure the mission, purpose and values of the organisation are maintained.
- Bring your perspectives and lived experiences to the Board.
- Act as an enthusiastic ambassador for the organisation to help raise its profile.
- Contribute to the overall direction and development of the organisation through your input, supporting our strategic planning and good governance.
- Be pro-active in developing the YFF's network in the private, public and voluntary and community sectors through representation, and linkages with key people and decision makers.
- Build a positive relationship with the staff team that promotes honesty, transparency and accountability. Support the development of the team, and assist with recruitment, where relevant.
- Act as a guardian of YFF's 'assets' (such as its funding), to ensure that they are only used for the mission of the organisation.
- Have the same legal powers and responsibilities as all other YFF Directors.

As a young member of the Board you will help support and deliver YFF's commitment to ensuring the involvement of young people in our mission and will be expected to work closely with and participate in YFF's national Youth Advisory Board (which will be set up in the coming months).

THINGS THAT YOU NEED

EXPERIENCE

- You need to have either direct or indirect experiences of overcoming challenges in relation to finding and / or accessing employment. Indirect experience can include challenges faced by family or friends or issues that you have seen in your local area.

Examples of these challenges might include (but are not limited to):

- Discrimination (by ethnicity, disability, gender, class).
- Costs associated with finding work such as buying work clothing / equipment or travel.
- Jobs available not being flexible to your personal needs.
- Mental health issues making it hard to look for, start and maintain work.
- A lack of diverse, well-paid jobs available locally.
- Having unstable housing or being homeless.
- Experience of being in care.
- Lack of a network to support with job applications.
- Having a criminal record.

SKILLS AND ATTRIBUTES

- Aged between 16-25 years old.
- Passionate about supporting young people to fulfil their potential, no matter what their background is.
- Personable and have good communication skills.
- Willing to bring new ideas and perspective to our Board.
- Have good listening skills.
- Able to work as part of a team.
- Effective ambassador and influencer for YFF.
- Able to devote the necessary time to the role.
- Demonstrate impartiality, fairness and the ability to respect confidentiality.

THINGS YOU DON'T NEED, BUT MIGHT HELP

- Experience of being in any one of the following: youth voice group, youth club, community group, school council, youth council, religious group / club, or other committee / panel.
- Any other form of volunteering, advocacy or ambassador work.



OTHER IMPORTANT INFORMATION

Youth Futures Foundation is an inclusive organisation and particularly welcomes applications from young people with diverse backgrounds and experiences, including those who have a disability, are from Black, Asian or minority ethnic backgrounds, or have overcome challenging personal experiences. These experiences could include (but are not limited to):

- Being outside of employment, education or training.
- Growing up in care.
- Experience of the criminal justice system.
- Homelessness.
- Caring responsibilities.
- Low socio-economic background.
- Living with a physical disability or long-term health condition.
- Experience of mental health issues.

BACKGROUND CHECKS

All Directors at Youth Futures Foundation are subject to background checks including a 'Disclosure and Barring Service' (DBS) check.

What is a DBS check?

A DBS check is a process to see whether someone has a criminal record that may prevent them from taking up their role. We do this in line with our Safeguarding policy, which sets out how we will ensure that all staff and young people we work with are protected from harm.

Can I apply if I have a criminal record?

Yes! You are eligible to apply if you have a criminal record, but if anything comes up on the DBS check we will talk to you more to understand the nature of your criminal record to assess whether it would discount you from being a YFF Director.

Anyone that has 'spent convictions' is eligible to apply (according to the Rehabilitation of Offenders Act 1974, these are convictions that have reached a set period of time and are no longer listed on a person's record).

In addition to this, we also carry out other background checks, which we will set out in more detail if you progress onto the next stage of the application.

If you are unsure about any of this or have any questions, please feel free to get in contact with us at:

youthvoice@youthfuturesfoundation.org

HOW TO APPLY

To apply for this role, please complete the online application using the 'BeApplied' system here: bit.ly/2RaL30d

BeApplied is a recruitment tool that promotes diversity and inclusion by stripping out any identifiable information that could lead to bias. To avoid any bias, your application will be 'blind-reviewed' piece by piece (we won't know your demographic information or which answer is connected to which candidate until the final assessment).

TIMETABLE

Closing date:

Wednesday 15th January at 9am

Initial phone or video interviews with YFF staff:

Week starting 20th January 2020

Face to face interviews with some current Board members in London:

Week starting 27th January 2020

Please make sure you are available for a face to face interview in London during the week starting the 27th January, or get in touch with us if you are not. If you reach the final interview stage, we will pay your travel expenses to attend the interview.

These dates may be subject to change and applicants will be advised in advance should this happen.

QUERIES

If you have any questions before or while applying, please contact:

youthvoice@youthfuturesfoundation.org

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FOUNDATION**

