



YMCA
DOWNSLINK GROUP

**Independent Committee Member
Recruitment Pack**

YMCA

Here for young people
Here for communities
Here for you

Your application

We are delighted that you are interested in becoming an Independent Committee Member for YMCA DownsLink Group.

On the following pages, you will find details of the role and the selection process to assist you in completing and tailoring your application.

You will no doubt do your own due diligence but do read this pack carefully as it will provide you with a good overview of the organisation and role. After you have done that, please feel free to get in touch, so that we can talk through your offer and get a sense of how that aligns to what YMCA DownsLink Group is seeking.

To apply, we will need the following from you:

- **An up-to-date CV.** Make sure this confirms your current/most recent roles (you can summarise earlier roles), tell us about your achievements so we get a picture of your skills and experience, and try to keep it to two pages (no longer than three).
- **A supporting statement.** We want to hear about your motivation, what interests you about this role/our organisation, and your fit against the essential experience criteria in the person specification and role profile; maximum two pages.

Please submit your completed application documents via email to sian.stokes@ymcadlg.org

The closing date for applications is 12 noon on Thursday 13th July.

Do get in touch if you wish to have an informal discussion with either Fran Beckett our Chair of Trustees, or me, about the role and organisation, or if you have any other questions to help you decide whether to apply.

Kind regards

Sian Stokes

Executive Assistant and Company Secretary

sian.stokes@ymcadlg.org

07890 431854

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Welcome

We are so pleased that you are looking at this chance to join us as an Independent Committee Member, as we think this is a brilliant organisation to be a part of. You will be joining us at an exciting time with our newly appointed CEO, Emily Brock joining us in July.

What makes us special is our unstinting focus on our work to transform the lives of the at-risk children and young people who we support across Sussex and Surrey. How we do things is also crucial, as a part of the wider YMCA Federation of England & Wales, and as a registered social housing provider and charity.

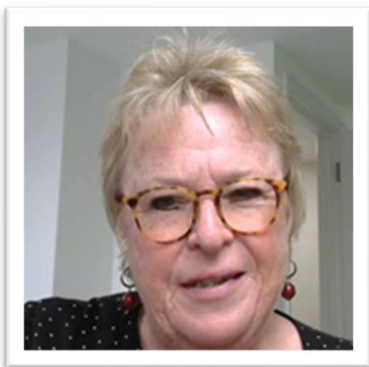
Providing 670 units of supported accommodation and delivering a range of therapeutic and other support services that reach a much larger number of people – 9,000 individuals last year – our work makes a critical difference to the lives of the children and young people at risk who we support. Our staff and volunteers are hugely committed, and we have been working hard to harness the immense skills and experience that exists across our organisation.

The last 10 years have seen a period of strong growth for us, of which we are very proud, as this has allowed us to impact the lives of so many more vulnerable children and young people than ever before. However, to ensure that expanded reach is sustainable, we recognise that we have some catching up to do in terms of how we work as an organisation, and how we support and organise the delivery of our accommodation and services in the best way we can. In addition, we continue to face, as many organisations are, the impact of a very challenging economic environment with a cost-of-living crisis and squeezes on funding, as well as an increase in the level and complexity of need among the children and young people we serve. We will value your input and your voice will be an important addition for us.

One last thing. We are striving to build an inclusive workplace where all employees and volunteers feel valued and respected. We particularly welcome applications from People of the Global Majority, people who are LGBTQ+, and people with disabilities because these groups are currently under-represented in our workforce.

Please read on to find out more about this opportunity. We hope you will be inspired to consider joining us to play your part in doing the best for the at-risk children and young people who we support, to ensure they are safe and nurturing their emotional wellbeing.

Very warm wishes,



Fran Beckett, Chair of Trustees

About us

YMCA Movement

The largest and oldest youth charity in the world. From its humble beginnings in the City of London in 1844, the YMCA has grown to become a worldwide movement reaching over 55 million members in 119 countries.

YMCA England and Wales

YMCA DLG is one of 101 local YMCA associations in England and Wales. Each one is an independent, self-governing charity that affiliates to the wider YMCA Federation. Being part of a federation means we share best practice, promote high standards of working, raise funds, partner to pilot new projects and access training for staff and volunteers.

YMCA DownsLink Group (DLG)

Our 370 staff and 80 volunteers work across a range of services.

Our supported accommodation services provide a home to 670 young people every night. Our accommodation includes 24 hour staffed services, projects which have daytime support staff, transitional housing schemes with visiting support, and, 'Move On' accommodation for more permanent, independent living.

We reach a further 9,000 young people and their families through our therapeutic services, such as counselling in schools, e-wellbeing, support and advice in Youth Advice Centres, mediation, and youth work.



 <p>YMCA SAFE SPACE Support and first aid for people intoxicated, distressed or injured during a night out</p>	 <p>YMCA WISE PROJECT Supporting children and young people to stay safe in their relationships</p>
 <p>YMCA ENGAGE Providing meaningful activity for older adults whilst training young people in a care specific coaching environment</p>	 <p>YMCA RIGHT HERE Young people promoting health and wellbeing through education, campaigning and influencing</p>
 <p>YMCA YAC Advice and support for young people aged 13-25</p>	 <p>YMCA CHAPLAINCY Providing a non-judgemental space to discuss, explore, listen and support</p>
 <p>YMCA EDUCATION & TRAINING Enabling young people to achieve their full potential</p>	 <p>YMCA POSITIVE PLACEMENTS Supporting young people in their journey towards education, employment or training</p>
 <p>YMCA CAFÉ A great place to eat, relax and meet up with friends</p>	 <p>YMCA DIALOGUE Counselling and therapeutic support for children, young people and families</p>
 <p>YMCA SOCIAL ENTERPRISE SERVICES Grounds maintenance, landscape gardening, painting & decorating and handyman</p>	

Our Vision, Mission, and Values

Our vision to transform communities so that all young people can belong, contribute, and thrive, reflects the original Christian foundation of the YMCA Movement. For us, the Christian foundation is not a matter of history but drives our clear emphasis on being an inclusive organisation.

This informs our **mission** for all children and young people to have a fair chance to be who they want to be. Our **values** enshrine how we do things:

We welcome - we offer people the space they need to feel secure, respected, heard and valued; and we always protect, trust, hope and persevere.

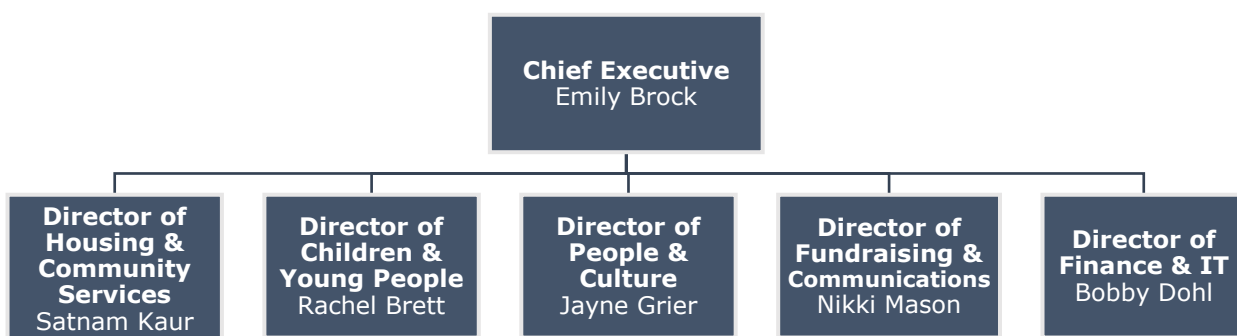
We inspire - we strive to inspire each person we meet to realise their full potential in all they do.

We support - we are committed to the wellbeing of the communities we serve and believe in the positive benefit of participation, locally and in the wider world.

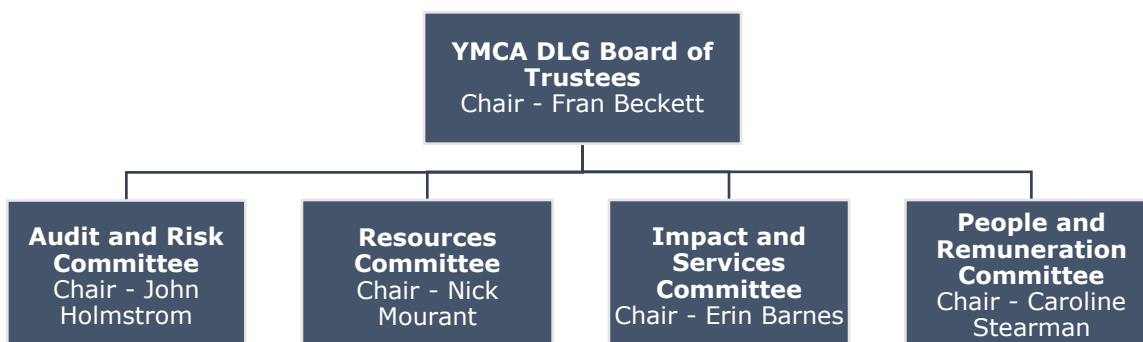
We speak out - we stand up for young people, speak out on issues that affect their lives, and help them to find confidence in their own voice.

Find out more about the impact of our work [here](#). And about **our Trustees** [here](#) and **our Executive Team** [here](#). To see our latest **Annual Report & Accounts**, click [here](#).

Executive Team Structure



Board and Committee Structure



The Independent Committee Member role

The YMCA DLG Board of Trustees is a professional, enthusiastic, and effective governing body seeking Independent Committee Members to support the Committees in their delegated duties.

YMCA DLG is passionate about promoting equality, valuing diversity, and working inclusively. We recognise the continuing challenge to maintain diversity at the Board in terms of gender, age, religion, race, and ethnicity. Our goal is for the Board to become ever more representative of the communities we serve.

Skills and experience requirements

We are looking for Independent Committee Members to bring additional skillsets to our Committees. While we are eager to engage with individuals from a wide range of backgrounds and possessing a range of skills, applications are particularly sought from individuals who bring expertise in one or more of the following areas:

- **Human Resources** – with experience at a strategic level advising or operating within organisations or industries that are highly regulated.
- **Mental health/therapeutic services** – with experience of delivering or managing mental health services ideally with children and young people in a relevant context. An understanding of the commissioning environment YMCA DLG is operating within, and the relevant clinical governance and regulatory requirements would also be highly desirable.
- **Regulated Housing** – with senior leadership experience in a relevant context e.g. with a registered supported housing provider or in the housing development sector.
- **Finance** – with strategic financial leadership experience in order to ensure effective oversight and risk management at a governance level.

Independent Committee Member role description

In addition to the specifications outlined above which pertain to the particular skills we are seeking to attract at this time, the role description below outlines the current main purposes, additional skills, and duties:

Role: **Independent Committee Member**

Responsible to: **The Chair of the Committee**

Purpose of the post: Contribute to the effective governance of YMCA DLG by complementing the skills and expertise of Board members within the committee.

Provide skilled and constructive support and challenge to the Executive Team.

Support and advise the Committee and Board to ensure we are meeting our responsibility for oversight and assurance across our supported housing and young people's services.

Skills and expertise: To contribute to the regular review the charities internal and external audits.

To ensure that the work of the Charity is compatible and consistent with YMCA Aims and Purposes.

To ensure that the Charity functions within the regulatory, legal, and financial requirements of a charity striving to achieve best practice.

To apply skills and knowledge from a relevant professional discipline to the discussions and decisions the Committee and Board make.

Previous governance or non-executive experience in not for profit or commercial sectors.

Operated at a Director or professional level.

Regulated Housing background is desirable but not essential

Mental health/therapeutic services background is desirable but not essential

HR background is desirable but not essential

Finance background is desirable but not essential.

To understand and respect the YMCA Christian ethos.

Main duties: To attend all meetings and actively participate in the work of the committee.

To support the committee in reviewing internal audits, including the three-year plan, and management response to audits

Provide challenge in a constructive manner, and to support and provide advice to the work of the Board and Committee.

Defining and ensuring compliance with the National Housing Federation's Code of Governance.

Establishing and overseeing a framework of delegation and systems of control.

Main duties:

- Agreeing policies and making decisions on matters that pertain to the delegated responsibilities of the committee.
- Monitoring the Charity's performance.
- Satisfying itself that the Charity's affairs are conducted lawfully and in accordance with generally accepted standards of performance and propriety.

What we offer committee members

YMCA DLG is the largest specialist youth Charity in Sussex and Surrey and part of the largest youth Charity in the country in the form of the YMCA Federation of England & Wales. As part of your involvement, we offer you a genuine chance to make a significant difference to young lives across Sussex and Surrey and to be part of having a voice at a national level on issues that affect young people in this country through our affiliation to the YMCA Federation.

We offer the opportunity to be involved in a dynamic and exciting charity that has ambitious plans to maximise its reach and impact on young lives. This will provide opportunities to work with similar minded people and share experience and insight in helping to shape the work of our YMCA.

Terms of appointment

Remuneration: All roles are voluntary and unpaid. Expenses incurred in fulfilling your duties will be reimbursed.

Duration: All appointments are for an initial three-year term, renewable by agreement with the Board for a maximum of two further three-year terms.

Commitment Requirements:

- ▶ Four two-hour virtual meetings a year.
- ▶ Commitment to preparation for meetings by reading committee papers and keeping updated through the organisation's intranet site.

Safeguarding: YMCA DownsLink Group requires all staff and volunteers to be committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and to respond proactively to safeguarding concerns. Successful applicants are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

Asylum and Immigration Act 1996: It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy YMCA DownsLink Group that the Asylum and Immigration Act 1996 is being complied with.

General Data Protection Regulation: Please note that it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are kept in secure conditions for a period of 6 months, after which they will be securely destroyed. If you are successful in your application, in accordance with GDPR, we will keep your personal data whilst you are fulfilling an Independent Committee Member role with us, and for 6 years after you have left. This is to manage the performance of our contract with you (article 6, GDPR).

How to apply

The closing date for applications is 12 noon on Thursday 13th July.

Please send your application to via email to Sian Stokes, Executive Assistant:
sian.stokes@ymcadlg.org

Your application should comprise:

- ▶ a covering note of not more than one and a half pages summarising your motivation and reasons for being interested in a committee member role, indicating any particular skills and an explanation of how your experience to date makes you a suitable candidate for the role.
- ▶ CV, including educational and professional qualifications and a full employment history showing the more significant Executive and Non-Executive positions, responsibilities held and relevant achievements.
- ▶ daytime, evening and/or mobile telephone numbers and email address (which we will use with discretion).

Applications will be reviewed in the week after the closing date. Shortlisted candidates will be invited to interviews w/c 24 July.

Thank you for your interest in the work of YMCA DownsLink. Please do not hesitate to contact Sian Stokes if you have any questions regarding this appointment process.



Policy on the recruitment of ex-offenders

YMCA DownsLink Group actively promotes equality of opportunity for all, with the right mix of talent, skills and potential, and applications are welcome from a wide range of candidates.

We undertake not to discriminate unfairly against any applicant on the basis of a criminal record or other information revealed. Criminal records and other information will be taken into account for recruitment purposes only when they are relevant.

We select all candidates for interview based on their skills, qualifications, and experience. We ask all applicants called for interview to provide details of their criminal record. Depending on the nature of the position applied for, YMCA DownsLink Group may request details of your entire criminal record or only of 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We request that this information is sent under separate, confidential cover to a designated person within YMCA DownsLink Group and we guarantee that this information is only seen by those who need to see it as part of the recruitment process. We would point out that for the successful candidate, this information will be verified by requesting a Disclosure¹ statement from the Disclosure and Barring Service before the appointment is confirmed.

Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or subsequent dismissal.

We ensure that all those in YMCA DownsLink Group who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position.

For those positions where a Disclosure is required, application forms and guidance notes will contain a statement that a Disclosure will be requested in the event of the candidate being made a conditional offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with YMCA DownsLink Group. This will depend on the nature of the position and the circumstances and background of any offences. However, as the nature of the YMCA DownsLink Group's work brings its employees & volunteers into contact with young people (those under 18 years old) and/or vulnerable adults, a criminal record or other information which makes an application unacceptable for a position of trust will render the applicant unsuitable.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, this policy complies with the DBS Code of Practice.

¹ Applicants for certain positions who are made a conditional offer of employment will be subject to a criminal record check – known as Disclosure – from the Disclosure and Barring Service

Declaration of criminal background and guidelines for working with young people and/or vulnerable adults

The Rehabilitation of Offenders Act 1974 sets out to help people who have been convicted of a criminal offence and have not been convicted again in a specified period. This period is known as a rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent.' Once a conviction is spent, the convicted person does not have to reveal it or admit its existence in most circumstances.

The Rehabilitation of Offenders Act 1974 (Exceptions Order) gives some exemptions from the Act, whereby details of 'spent' convictions have to be declared. One of these exemptions is working with young people and/or vulnerable adults. When recruiting people to work in such positions of trust an employer is entitled to ask for details of all convictions, spent and unspent.

If you are invited to an interview, you will be asked to complete a Declaration of Criminal Background Form. It asks for details of spent and unspent convictions, cautions, reprimands, and final warnings.

The information relating to criminal convictions will only be seen by the interview panel if we are considering offering you employment. If you wish to discuss the information that you have given, please mention this to an interviewer. Having made its selection, the panel may wish to discuss any information given with you. Having a conviction will not necessarily bar you from consideration for the post. Criminal records will be taken into account only when they are relevant to the position for which you are applying. The information you provide will remain confidential.

If you are made a conditional offer YMCA DownsLink Group will apply for an Enhanced DBS Disclosure depending on the nature of the job.

The DBS offers organisations a means to check the background of job applicants to ensure that they do not have a history that would make them unsuitable for the post. DBS Disclosures are provided by the Disclosure and Barring Service, an executive agency of the Home Office. Enhanced disclosures provide details of a person's criminal record including convictions, cautions, reprimands, and warnings; they also contain details from lists held by Government departments of those considered unsuitable for this type of work. Organisations using the DBS process must comply with the Code of Practice, a copy of which is available on request.

If you have any queries, please speak to a member of the HR team.

