



**Trustee  
Recruitment Pack**

2023

## Introduction

**Our vision is of a Manchester where every child and young person can shape their city and realise their full potential through vibrant, connected, and inclusive opportunities.**

Every day at Young Manchester we see children and young people thriving, accessing outstanding opportunities, learning new skills and having fun. We see young people taking the lead and creating positive change in their communities.

We also see many more young people who are not able to take part, who do not feel empowered to make positive change, who don't feel included or, because of things going on in their lives, just aren't having the fun they deserve.

There are very real challenges in society behind this. Manchester is young - 2 in 5 of our citizens are aged 25 or under. Nearly half (42%) of our children are currently living in poverty. The inequalities they and others face have been exacerbated by the COVID-19 pandemic and pressures will continue to grow as we face the current cost of living crisis.

However we look at it, we know the challenges children and young people in Manchester face cannot be addressed by one solution or organisation alone. And we know that those solutions won't work if our children and young people aren't part of shaping them..

This is where Young Manchester comes in. We bring people together and open the doors for children and young people in our city. Our membership model strengthens, connects and champions individuals and organisations (of all ages) who want to support children and young people in Manchester. We put young people and youth voice at the heart of everything we do.

Since 2018, we've supported over 200 charities with nearly £11m of funding, engaging over 30,000 children and young people, and supporting just under 50% of them to take part in social action. But we won't stop here.

**There is much more to do & we must do all we can to give up and share power with our children and young people, support them and support the organisations they work with to make our vision a reality**

## OUR VISION & APPROACH

**Every child and young person in Manchester can shape their city and realise their full potential through vibrant, connected, and inclusive opportunities.**

### Our Aims

- All children and young people in Manchester are able to inform and meaningfully shape the services for them and their communities and the future of the city
- Manchester is a city for all children and young people, where the benefits of economic growth are experienced by all
- All children & young people in Manchester have access to high-quality play or youth provision
- Manchester has a strong, vibrant and sustainable Voluntary, Community and Social Enterprise (VCSE) sector supporting children and young people to be happy, healthy, safe and realise their full potential

### Our Shared Values

- Be actively inclusive, non-discriminatory and anti-racist
- Always work for the best interests of children and young people
- Be open, transparent and collaborative for the benefit of children and young people
- Place listening to, and acting on, the lived experiences of children and young people at the heart of your work
- Be ambitious and strive for the best for all children and young people across Manchester.

### Our Activities

- Engaging children and young people in Young Manchester's work, and encouraging and resourcing others to do the same
- Influencing and shaping investment, policy and practice locally and nationally that supports outstanding opportunities for children and young people
- Resourcing high quality provision for all children and young people through grants funding, with targeted programmes for the most excluded

- Generating opportunities for networking, partnership, learning and capacity building for VSCE staff and volunteers in the youth and play sector and beyond

## Treasurer Recruitment

<b>Role Title:</b>	Treasurer
<b>Direct Report:</b>	Works closely with the Co-Chairs, Co-Chief Executives and the board of trustees.
<b>Background:</b>	Finance, Strategy and Governance, Fundraising, Legal, Risk.
<b>Remuneration:</b>	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed.
<b>Location:</b>	Most board meetings take place in central Manchester. However, once or twice a year, the board meets outside the city centre for our annual members meeting and board away day.
<b>Time frame:</b>	<i>Interviews are expected to take place w/c 15<sup>th</sup> &amp; 22<sup>nd</sup> May</i>
<b>Term:</b>	Initial terms are 3 years.

### 1.0 Role Summary

Support CEOs with strategic financial governance of the organisation's financial resources.

- Oversee the charity's financial risk-management process and govern the financial health of the organisation; reporting to the board of trustees at regular intervals.
  - Ensure that annual accounts are submitted to all relevant regulators in a timely fashion.
- Liaising with external auditors and/or independent reviewers on financial issues and ensuring that the organisation's finances are responsibly managed/invested for the betterment of the organisation's work and for the beneficiaries it serves.

## 2.0 Main Responsibilities of the Treasurer

### Budgeting and Strategic Financial Planning

- Ensure all strategic plans are financially appraised and budgets are aligned to both short-term and long-term objectives each year.
- Oversee planning/budgeting processes in collaboration with the Board and constructively challenge where required.
- Suggest alternative scenarios while evaluating strategic plans as a part of the risk management process and as a part of performance and reporting scenarios.
- Provide greater transparency and accountability to improve resource allocation and the charity's image by adding specific measures as per SORP guidelines.

### Statutory Financial Reporting

- Board level liaison with external auditors on specific issues in the auditing process and related board representations.
- Guide and advise fellow trustees to formally approve the annual report and audited accounts.
- Explain technicalities of accounts in plain language which is fully understood by the trustees.

### External Relations

- Be an ambassador for and if appropriate act as a spokesperson for Young Manchester.
- From time to time represent the charity at sector external functions, meetings and events.

### Governance

- Lead the Board's duty to ensure proper accounting records are kept, financial resources are controlled, invested and economically spent in line with governance, legal and regulatory requirements.
- **Chair Finance and Risk committee which occurs every other month.**
- Advising on the financial implications of the charity's strategic plans and overseeing the charity's financial risk-management process.
- Govern the development and implementation of financial reserves, cost management and investment policies.

### 3.0 Person Specification

#### Essential

- Alignment with Young Manchester's values.
- Qualified accountant with demonstrated commercial awareness and knowledge.
- Knowledge of charity SORP and impending changes.
- Competent use of IT skills.
- Proven ability to communicate and explain financial information to members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Provide leadership to operational team.
- Good communication and leadership skills.

#### Desirable

- Demonstrated knowledge and experience of charity fundraising and finance practices.
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- Skills and experience in one or more areas of non-executive governance and management. E.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.
- A team-oriented approach to problem solving and to management.

### 4.0 Time Commitment

- The Board meets 6 times a year and the Treasurer is expected to attend all meetings.
- As treasurer, you would be expected to chair the Finance and Risk sub-committee which meets 6 times a year – alternating months with the board meeting.
- You may also be asked to attend sub groups as part of task-and-finish groups. An annual board away day will also require your presence.
- Attendance at award meetings or fundraising meetings is optional.

## 5.0 How to apply

Applicants for the treasurer position must meet the essential criteria highlighted above in section 3.0.

Please send a copy of your **CV and a covering letter (no more than 2 A4 sides)** explaining why you would be a good fit for the role and the organisation to [recruitment@youngmanchester.org](mailto:recruitment@youngmanchester.org).

Please provide details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

Please also complete a [diversity monitoring form](#) which will be stored separately from your application and will at no time be connected to you or your application.

### Recruitment timetable

Deadlines for applications: **12 Midday on Monday 8<sup>th</sup> May 2023**

Interview will take place: **week commencing 15<sup>th</sup> or 22<sup>th</sup> May 2023**

The successful candidate will be appointed subject to DBS checks and references. They will also attend our **Finance and Risk committee in June** as part of their induction before they are formally appointed at our **July full board meeting (on 20<sup>th</sup> July)**.

If you would like any more information, or an informal chat about Young Manchester and the trustee roles, please email [recruitment@youngmanchester.org](mailto:recruitment@youngmanchester.org)

We look forward to hearing from you.