



CYZ

OnSide
Here for young people

Trustee Recruitment Pack CARLISLE YOUTH ZONE (March 2024)



A very warm CYZ welcome from our Chair and CEO

Thank you for your interest in joining us as a Trustee at Carlisle Youth Zone (CYZ). I know first-hand that choosing to volunteer for a charity such as ours is one that brings a huge amount of joy, inspiration and learning in return for the time, knowledge and insight that each of us (and there are many) is able to contribute. And it is your potential contribution to two current Trustee vacancies that we are inviting you to consider, as we set out in this pack what we believe will strengthen and enhance what we can achieve together.

I chose to volunteer because I believe that our young people deserve our time, care and encouragement, not least in these difficult times for so many. Together with other youth organisations across Carlisle and Cumbria, CYZ provides this support and so much more, helping and encouraging our young people to grow their confidence and to realise their huge potential. This commitment to our young people and the communities they are part of, resonates with me personally as well as professionally. I value greatly the opportunity to play a small role, alongside so many member organisations and ambassadors, in growing CYZ's reach and impact.

And as we make strides towards this goal, we know that alongside time, knowledge, experience and skills, that diversifying our Board is essential. Whilst we welcome all interest, we are especially committed to welcoming Young Trustees (as defined via the [Young Trustee Movement](#)), and more people who are from minoritized and marginalised communities.



Professor Julie Mennell DL
Chair of Trustees

It is a complete privilege to lead Carlisle Youth Zone (CYZ), and I am delighted that you are considering our Trustee vacancies.

I started my career delivering youth and community work, so have a deep understanding and value for the role youth workers and access to high-quality youth provision can have. Since joining CYZ in June 2022, we have welcomed more young people than ever before, with a current membership of almost 3000 young people and weekly visits which average 1,200. This is a bustling, youth focused, ambitious and caring charity to be part of.

We have a number of mantras at CYZ, one of which is our 'One Team Approach'. Whether a volunteer, youth worker, receptionist, cleaner, Young Leader or Trustee, your contribution is seen and valued. We are proud of what we achieve together and as Julie sets out, we have ambitions to grow further our reach and impact.

I value greatly the support, steer and challenge provided by our Board of Trustees. Running a charity such as ours, which is operating at scale whilst remaining firmly rooted in our community, is both rewarding and complex. Having a trusted, informed and passionate group of Trustees has and will continue to be invaluable to me and the wider team as we progress. I'm especially excited by the Boards commitment to diversity, which mirrors our wider commitment to be proactive in our EDI responsibilities and associated actions. We have a robust foundation but are not complacent about the areas we need to do better.



Caroline Taylor-Beswick
Chief Executive



ABOUT CARLISLE YOUTH ZONE

Carlisle Youth Zone (CYZ) is a trailblazer; the first of OnSide's now-growing network of Youth Zones to be established in 2011. The charity seeks to give young people aged 7 - 18yrs (up to 25yrs with additional needs) the opportunity to discover their passion and their purpose. Since opening, we have welcomed almost 15,000 young members, and currently receive around 1200 visits per week from young people accessing our youth offer.

Our youth offer has provided thousands of hours of vital provision and provides a wide range of universal and targeted youth services for the benefit of young people across Carlisle. Our vision is simple - *to provide a safe and fun place where the potential of young people is developed and fulfilled* and we achieve this *through offering* 'somewhere to go, something to do and someone to talk to' on an incredible scale.

Integral to our work is our purpose built, £5 million facility, that include astro-turf pitches, 4-court sports hall, climbing wall, dance / drama studio, fully equipped gym, music room, sensory room, library and training kitchen. When full of young people, it is an energised, welcoming and vibrant space.

Beyond the amazing facility, our greatest strength is our team who together, are focused on and dedicated to making a difference for young people. Whether through a conversation, a project, a game or targeted support, CYZ provides life-changing support that helps local young people to thrive, aiding them to see what they could achieve, and giving them the skills, confidence and ambition to go for it. All our work is built on the foundations of quality youth work practice; it offers young people opportunities that are educative, expressive, participative, inclusive and empowering.

The voluntary nature of young peoples participation at CYZ (they choose to come and keep coming), means our youth offer is responsive to need and shaped, designed and delivered with and alongside young people. Over the last year, this has been enhanced by the establishment of our Youth Advisory Board (known as ACE) who inform and direct our programme, ensuring it is engaging and pitched appropriately to meet young people's interests.

In February 2022 we established five key priorities that collectively, we have been focused on in recent years. These are:

1. Strengthening the Youth Zone's core, open-access, centre-based offer
2. Providing greater support to the growing number of young people living in poverty
3. Ensuring CYZ is a space where all communities of young people feel welcome
4. Locating Youth Voice at the heart of our decision making
5. Supporting young people's emotional wellbeing



THE TRUSTEE ROLE

Trustees' are 'the persons having the general control and management of the administration of a charity' ([Section 177 of the Charities Act 2011](#)). Trustees' must act collectively, and all have the same role and duties, alongside a specific lead portfolio.

The current CYZ Board of Trustees is a group of 8, and we are looking to recruit 2 new Trustees to increase to a total of 10.

Alongside the roles of Chair (Professor Julie Mennel DL) and Vice-Chair (Nick Marshall), our current Trustees hold portfolios (one or more each) in:

- **Private sector fundraising** - support the CEO and Development Manager to cultivate relationships with business and individuals
- **Finance** - ensure prudent and appropriate use of the financial resources, be accountable for: solvency, maintenance of accounting records;
- **Equality, Diversity and Inclusion** - oversee the development and implementation of an Equality, Diversity and Inclusion (EDI) strategy.
- **Facilities Management and Health & Safety** - ensure property is protected, maintained, insured and presented appropriately. Ensure compliance with all Health & Safety legislation
- **Human Resources** - ensure that all aspects of the HR functions are delivered fairly, effectively and within the law and sit on the Appointments and Remuneration Committee
- **Governance** - ensure the Youth Zone remains true to the charitable purpose and objects, support Board appointments and development and oversee the decision-making processes
- **Legal** - ensure compliance with charity law and the requirements of the Charity Commission and provide support to respond to legal issues related to governance or operations
- **Network Champion** - monitor and ensure adherence to the OnSide Network Agreement including the DNA and challenge any departure
- **Youth Work Quality** - oversee quality assurance of practice and uphold the Youth Zones commitment to Youth Voice
- **Youth Policy** - to inform both practice and strategic direction, and ensure the Youth Zone is aligned to current and emerging themes

Portfolio areas we are looking to strengthen through this recruitment are:

- **Safeguarding** - to ensure appropriate systems are in place (reviewed regularly), be the lead contact for escalated issues and provide support on complex cases
- **Communications and Engagement** - strengthen and develop partnerships, ensure active diverse community engagement, and support communications with multiple stakeholders

Duties of a Carlisle Youth Zone Trustee

- Ensure that the Youth Zone complies with charity law, company law and any other relevant legislation or regulations
- Ensure that the Youth Zone pursues its objectives as defined in the OnSide DNA and other provisions as outlined in the OnSide Network Agreement and in the overall Youth Zone Strategy and Business plans
- Ensure that the Youth Zone applies its resources wisely and applies 'best value' principles
- Contribute actively to the Board of Trustees' role in giving firm strategic direction in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- Contribute actively to Board Meetings and other appropriate events/ Youth Zone activities
- Safeguard the reputation and values of the Youth Zone
- Ensure the financial stability of the Youth Zone



In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has special expertise.

Person Specification

- Demonstrate a strong commitment to the vision and strategic priorities of CYZ
- Ability to foster and promote a collaborative environment and contribute to decision making in the best interests of CYZ
- Ability to commit time to conduct the role well
- Able to act with integrity and have a willingness to speak up
- Non-judgemental and inclusive approach including upholding dignity and ethical standards in decision making
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Be sufficiently experienced in an area of specialism as outlined above

This role requires an enhanced DBS check and a suitability check against the 'Fit and Proper Persons Test' (<https://www.gov.uk/government/publications/charities-fit-and-proper-persons-test>).

The Commitment

- There are 6 Board meetings each year, which are typically on a Monday from 5.15 - 7.15pm (these timings work for our Youth Advisory Board who also contribute)
- Board meetings are led by the Chair and are held at Carlisle Youth Zone, alongside the option to join remotely via Microsoft Teams
- Board papers are distributed one week in advance of meetings - Trustees are expected to have read them in advance of the meeting.
- A Board development day is held annually which all Trustees are expected to attend; the date, location and agenda are established together with direction from the Chair and CEO
- Trustees are required to undertake an induction process, as designed by the Youth Zone, and take part in training and development opportunities, some of which are mandatory training (online) such as Safeguarding
- Trustees are expected to serve a minimum of 3 years and up to a maximum of 9 years, subject to regular review
- In addition to reading the Board pack and attending meetings, it is important Trustees get to know the organisation, key members of staff and understand the context that the Youth Zone operates within

In return, we will provide

- An opportunity to network with other Trustees from across the OnSide Youth Zone Network
- The chance to directly see the impact of your support and involvement in the Charity
- The chance to work with a dedicated and passionate group of Trustees and team
- An opportunity to utilise your professional skills and experiences to positively transform young people's lives
- Opportunities to attend training and wider development opportunities to support you in your role
- Where required to support you contribution to CYZ activity, travel expenses will be paid
- Where a trustee has a disability, all efforts will be made to make adjustments to facilitate their full involvement



APPLICATION PROCESS

In recognition that we are especially committed to welcoming a Young Trustee (as defined via the [Young Trustees Movement](#)), and more people to our Board who are from minoritized and marginalised communities, we encourage those who are interested, to have an informal chat with our Chief Executive, Caroline Taylor-Beswick before making a formal expression of interest. Caroline can be contacted on caroline@carlisle-youthzone.org in order to make a mutually convenient time for a call or visit to CYZ.

For those interested in expressing an interest, we ask that you submit your CV, LinkedIn profile or similar overview of your experience along with a covering letter (no more than 1 side of A4) stating

- a) why you would like to apply to become a Trustee of CYZ
- b) which of the portfolios you feel able to fulfil and specifically contribute towards, and
- c) how your skills, abilities and experience would add value to the Board

The above should be emailed to personnel@carlisle-youthzone.org

If you require any assistance with the process or information in an alternative format, please do not hesitate to be in touch.

We haven't set a closing date as we intend to review expressions of interest on a rolling period from March 2024. We are keen to welcome our new Trustees as soon as possible and we therefore encourage you to be in touch as soon as you are able.

For information regarding how CYZ processes your data, go to <https://www.carlisle-youthzone.org/privacy-policy/>





ABOUT ONSIDE

CYZ is in an independent charity which is proudly part of the OnSide Network of Youth Zones. Together, the Network know that potential is everywhere; in every home on every street, from affluent suburbs to inner-city estates. The difference is that some young people get every opportunity to explore their potential. Others don't.

As a national charity, OnSide believes all young people should have the opportunity to discover their passion and their purpose. To find out what they've got and where it could take them. They fund and build state-of-the-art, multimillion pound Youth Zones in the country's most economically disadvantaged areas. They support and train those of us entrusted to run them. They offer continuing support via the nationwide OnSide Network, where we can learn and grow, share stories and celebrate our successes together.

This is life-changing support that helps tens of thousands of young people from a diverse range of backgrounds to thrive.

It's inspiring. It's empowering. An it works.

We know it works because young people and families tell us about the transformative impact of Youth Zones on their lives. This insight has help refine and establish our 5 Network goals:



Goal 1

Give young people exciting, safe places to connect and grow.



Goal 2

Help young people to lead healthier, happier lives.



Goal 3

Enable young people to better face the challenges of life.



Goal 4

Support young people to raise their aspirations and fulfil their potential.



Goal 5

Stronger communities with empowered, active, caring citizens.

To read how the Network are delivering against these goals, read our latest Impact Report (2022 - 2023) [here](#).

OUR VALUES

Our values underpin all aspects of our charity. Our culture, how we work and what we do are driven by our five values.

Young people first. Young people are at the heart of everything we do inspiring and challenging us to deliver services that exceed their needs and challenge them to be the best they can be.

Respect. We act with honesty and integrity, celebrating diversity across the whole organisation and caring about each other, our young people and the Youth Zone environment.

Ambition. We are passionate and driven in taking on new challenges, embracing new ideas and exceeding our ambitions for young people, the Youth Zones and our local community.

Collaboration. We create and nurture strong, creative partnerships, working together to achieve better results and outcomes for young people.

Excellence. We encourage ourselves and each other to be the best we can be through continuous learning and improvement, and a focus on finding solutions.



ON SIDE NETWORK IMPACT



As a network we have an incredible impact on young people

50k

young people supported by Youth Zones every year

650k

visits to Youth Zones per year

77%

of members are more self-confident

82%

of frequent attenders have more friends

73%

of members feel less isolated

70%

of members consider that they are healthier

89%

of members on free school meals feel happier about their lives

83%

of young people who completed the 'Get a Job' programme progressed into work or further study

96%

of local stakeholders say Youth Zones help them achieve their objectives

£2.06

For every £1 spent on running the facilities, Youth Zones generate £2.06 of social value