

# FEDERATION FOR DETACHED YOUTH WORK

Trustee Application Pack

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[www.fdyw.org.uk](http://www.fdyw.org.uk)



# TRUSTEE APPLICATION PACK

## Letter from the Chair

Welcome

Thank you so much for your interest in the role of Trustee of the Federation for Detached Youth Work (FDYW). See our website at [www.fdyw.org.uk](http://www.fdyw.org.uk)

This pack provides a brief background to who we are and the services we deliver.

Our focus is to enable and ensure that detached youth workers receive support, advice and network opportunities which increases their skills, knowledge, and ability to work effectively on the streets for the benefit of young people. It is also to advocate on behalf of detached youth work, influence and improve policy and practice and be a focal point and voice for detached youth work in the UK and where possible internationally.

We are a small charity with a big heart!

Our Executive Committee and supporters are professional and innovative – stretching time and resource to maximum effect. They have been remarkable throughout the last, exceedingly difficult, 12 months.

Over this last year we have worked closely in partnership with the National Youth Agency. We feel we have developed a firm foundation from which to ensure our charity has a sustainable future, whilst maintaining our independence as a charity to champion detached youth work for the benefit of young people.

We have a great team of trustees and at this exciting time for the charity we are looking to strengthen our team and ensure we reach out to expand the experience and diversity of our board. We are particularly interested in people with experience in youth services, social media, marketing, community development but aptitude, time and genuine interest are most important.

The FDYW is committed to equality, diversity, inclusion and belonging. We seek to be truly representative of the communities we serve and continually strive to improve our diversity. We welcome applications from those who may not have served as trustees before and will provide training and support as required.

If you feel you have the experience, credibility and – crucially – the passion we need to take the FDYW forward, then we very much look forward to hearing from you.

Should you wish to have an informal chat before applying please do not hesitate to call me on Monday, Tuesday, Thursday, Friday Evenings or over the weekend on 07790903730

Ruth Ware  
Chair

# **Who are we?**

## ***Our Mission Statement***

The Federation for Detached Youth Work exists to;

- Improve the quality of detached youth work practice in the UK through its support, promotion, and development.
- Advance the education and training of persons involved in detached youth work in the UK.
- Improve understanding of detached youth work and its values in diverse policy arenas, other professional fields, and wider society.

## ***Our History***

The Federation for Detached Youth Work (FDYW) was formally launched during the Detached Youth Workers Conference at Warwick University in 1996, where it also gained charitable status.

It is essentially a 'grassroots' organisation; being established solely through the voluntary efforts of detached youth work practitioners from across the country.

It did not come about overnight but was the product of initial deliberations starting during the Keele conferences of the 70's and 80's and concluding in Sheffield in 1992. A paper was presented at the 1994 National conference, which outlined the purpose and structure of the proposed Federation. A Steering Group was formed and tasked with developing the aspiration to set up a Federation and bringing it into being. Since then the organisation has been based in Newcastle, Liverpool and, London and was co-located within the NYA in Leicester until 2017. The registered office of the FDYW is still based in the NYA.

Since the launch of the Federation in 1996 an Executive Committee has been elected by the general membership each year. The present Executive Committee all give their time voluntarily and are elected annually at the AGM.

## ***The present***

This year we have created the FDYW and NYA Covid-19 National Guidance by working in partnership with the National Youth Agency and providing support to the field by producing a commissioned Guidance document. We also developed additional information, advice, guidance and policy statements, organised training, and hosted webinars for the detached youth work community. We have delivered a series of FDYW Webinars - "A View from the streets" that provided spaces of support and knowledge for the field of DYW including online peer support / supervisions, good practice, and safeguarding models. Spaces to speak with colleagues which shaped our response, efforts and offers of support.

We have continued our involvement on local, national, and international platforms and networks - sitting in numerous meetings that ranged from youth expert panels, including Youth COBRA team meetings in partnership with the NYA and responding to the Youth Sector including London and SE, Greater Manchester, Merseyside and Leicester. We organised the first 'Hear our Voice' women detached youth worker only space and are committed to try and put equality, diversity, inclusion and belonging at the heart of everything we do. We hosted an International Conference - "Working with young people in the context of COVID -19" - that explored DYW across the world with keynote speakers from Belgium, Australia, Ghana, Israel, Norway, Czech Republic, Austria and the UK and subsequently have been invited as keynote speakers/ trainers at other organisations webinars / conferences and events regionally, nationally and internationally - DYNAMO International, NYA, British Youth Council, Young London Foundation.

# The Role of Trustee

We are looking for people with vision and a passion for youth work and specifically Detached Youth Work. Trustees play a particularly important role with the FDYW. Decisions made by the Board of Trustees help set the direction of our charity, play an essential role in decision-making, and have a major influence on the success of our work. Becoming a trustee is a fantastic way to make a difference for our organisation and its vital work across our local, national, and international communities and ultimately to young people. Trustees are responsible for the overall governance and strategic direction of the FDYW and for developing the organisation's aims, objectives, and goals in accordance with governing documents as well as financial, legal and regulatory guidelines.

## ***Role Specification***

Trustees have the following responsibilities:

- To ensure we pursue the charitable objectives as defined in our governing documents
- To ensure we comply with our governing document, charity law, and any other relevant legislation or regulations
- To ensure we apply our resources exclusively in furtherance of our charitable objectives
- That we always remain in a financially stable position, through prudent management of our assets; material and financial
- To ensure we have a firm strategic direction through setting policies, defining goals, setting targets, and evaluating performance against those targets
- That through its administration, the charity is always effective and efficient
- To safeguard the good name and values of the FDYW
- To appoint advisers and/or contractors and support them in their roles and responsibilities and monitor their performance
- To create a strong, profitable, and fulfilling working relationship with all trustees and the Executive ensuring an effective and professional board
- To maintain careful oversight of any risk to reputation and/or financial standing of the organisation
- To attend and be an active member of the Board of Trustees
- To represent the Charity at appropriate events
- Where possible, attend training (at cost to the Charity) that may be applicable to your role and responsibility
- Trustees are expected to treat each other with respect, maintain communication with the organisation and send apologies to meetings, when necessary, to attend a minimum of 4 out of 6 meetings a year is the absolute minimum requirement of a trustees' time. Participation in sub-groups and other activities of the FDYW and work outside of meetings as their time allows. Respond to communications via email, phone WhatsApp where relevant. If trustees are having any difficulties with anything to speak to their mentor or the Chair or Vice Chair so these can get resolved in an effective and timely

manner. To adhere to the FDYW policies and procedures including Equality, Diversity, Inclusion and Belonging Policy.

- What the new Trustee can expect from the FDYW is to be treated with respect, to be given information about the organisation, an induction and access to a mentor. The opportunity to shadow sub-group meetings to get a clearer idea of the work of the FDYW. Communication about relevant work through the above channels at the appropriate times. If any difficulties arise these will be dealt with within the guidance of the constitution and relevant policies and procedures. Appropriate expenses for attendance at meetings or other expenditure on behalf of the organisation. Meetings will be arranged to enable as many Trustees as possible to attend. Currently meetings are being held via zoom due to the Covid pandemic. As Covid restrictions ease it is our intention to hold a mix of face to face and zoom meetings or have some trustees in the same space and others on zoom.

## Person Specification

### ***Essential***

- ✓ A commitment to the charity
- ✓ An understanding and acceptance of legal duties, responsibilities, and liabilities of trusteeship. See -<https://www.gov.uk/government/collections/5-minute-guides-for-charity-trustees> for the Charity Commission 5-minute guides for charity trustees.
- ✓ A willingness to devote the necessary time and effort to their duties as a trustee
- ✓ Strategic vision
- ✓ Good, independent judgement
- ✓ Knowledge of detached youth work
- ✓ A good knowledge of youth work
- ✓ An ability to think creatively
- ✓ The courage and willingness to speak their mind
- ✓ The ability to work effectively as a member of a team
- ✓ An understanding of and commitment to equality, diversity, inclusion and belonging
- ✓ A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

### ***Desirable***

- ✓ Prior experience of committee/trustee work
- ✓ Strong intellectual and analytical ability; innovative thinker
- ✓ A wider involvement in the community, voluntary or public sector
- ✓ Experience of charity law and governance

### ***Commitment***

- ✓ The Board meets six times a year and a trustee is expected to attend as many as possible. They are held, mainly at the weekend, and last approximately two hours if they are on zoom and five hours if they are in person, plus preparation time
- ✓ In addition to board meetings, other contact – usually electronic – will be necessary from time to time. There is also the opportunity to participate in working groups.
- ✓ Completion of an enhanced DBS Check and annual safeguarding training
- ✓ Additional training is offered on an ad hoc basis
- ✓ Full term in office is three years with a maximum of 3 consecutive terms. At the end of each three-year period, the Chair will review the needs of the Charity and if appropriate formally invite the trustee to continue for a further term
- ✓ This is a voluntary, unpaid role but reasonable expenses can be claimed

# **Equality, diversity, inclusion & belonging**

The FDYW is committed to equality, diversity, inclusion and belonging. We seek to be truly representative of the communities we serve and continually strive to improve our diversity and to challenge discrimination in all its forms and adhere to the Equality Act 2010.

We welcome applications from those who may not have served as trustees before and will provide training and support as required.

## **Introduction and Information Webinar**

We intend to provide a webinar to anyone who is interested in becoming a Trustee providing an opportunity for you to ask questions and learn a little more about the FDYW and about the current Trustees. This will be held on 24<sup>th</sup> June 2021 at 7:00pm. You will be able to book onto this webinar via Eventbrite - [Book my place here](#).

## **How to Apply**

To apply for a position as a trustee with the FDYW, please submit your letter of application, (no more than 2 sides of A4) explaining why you are interested in joining the Board. Could you also please supply the contact details for 2 referees.

Please send your application by email to [info@fdyw.org.uk](mailto:info@fdyw.org.uk) or by post to The Chair, c/o The National Youth Agency, 9 Newark Street, Leicester, LE1 5SN

## **Key Information**

Closing Date for Applications	9am on 8 <sup>th</sup> July 2021
Date of Interviews	15 <sup>th</sup> July 2021
Location of Interview	Likely to be by Zoom – but will be confirmed if interview agreed
Remuneration	This is an unpaid, voluntary role
Commitment	Attendance at minimum of 4 out of 6 meetings a year plus supporting activities including active involvement in subgroups

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