



## Chair Application Pack

### Introduction

Thank you for your interest in the role of Chair of Trustees of Projects4Change.

Projects4Change addresses the needs, voice and rights of young people. We work within communities and in partnership with others to create youth work projects which help young people to develop and flourish into adulthood.

Projects4Change is a Newcastle upon Tyne based registered charity (CIO) which was founded in 2018 and is governed by a board of trustees. The Projects4Change team and committee are a dynamic group of people from all demographics. Between us we have a wealth of experience in Youth Work, the Voluntary & Community Sectors and business. Every person on the team is passionate and committed to working with Young People and giving them the opportunities and skillset they need to thrive.

WE LOVE YOUTH WORK, and we believe in the ability of youth work to change young people's lives.

In our 4<sup>th</sup> year of the charity, we're really proud of how far we've come, navigating the pandemic which saw the demand for our services soar whilst resources and the potential for us to connect with our service users was so restricted. Now we're navigating a new, post-



pandemic society and battling the cost of living crisis, young people are much in need of our support.

The charity is looking for a dedicated and enthusiastic chair to guide our board and our organisation forward with a shared passion for our mission and acceptance of our principles.

### [Our Board of Trustees](#)

Our board of trustees is responsible for our governance and strategic direction. Our board is accountable for everything we do, including setting our strategic direction, evaluating our performance, and supporting and empowering our leadership team, staff and volunteers. We have 5 trustees on board, all with their own unique strengths and passions for the VCSE sector and youth work, they all reflect our local communities and understand what young people want from our work.

### [Our Leadership Team](#)

Our leadership team ensures the direction and strategy set by our board is implemented effectively for the benefit of our charity and it's service users. Our CEO, Kelly has years of experience as a youth worker and project leader. She brings enthusiasm, passion and a sound understanding of the sector, the region and the needs of young people to her role.

### [Summary](#)

We now have 3 vacancies on our board and would like to hear from people who are interested in joining us as a trustee.

We are particularly looking for someone who is interested in taking on the role of Chair of our board.

A background in youth work, or an affiliation with Cowgate or Blakelaw would be ideal but we're happy to hear from people of all backgrounds and walks of life – if you're interested in helping young people to unlock their potential then we'd love to have you on the team.

### [Role Description](#)

As chair or P4C you would lead and support the Board of Trustees to understand and fulfil their legal responsibilities for the governance and strategic direction of the organisation, always acting in the charities best interests.

- To lead the trustees to enable the charity to fulfil its full potential
- To ensure an effective relationship between the trustees and the staff and volunteers
- To ensure an effective relationship between the trustees and external stakeholders and community
- To act as spokesperson and figurehead as appropriate



- To supervise and support the Chief Executive Officer as appropriate
- To plan and prepare Trustee Meetings and Annual General Meeting as appropriate
- To chair meetings ensuring:
  - 1. a balance is struck between time keeping and space for discussions
  - 2. business is dealt with and decisions made
  - 3. decisions, actions and deliberations are adequate minutes are recorded
  - 4. the implementation of decisions is clearly assigned and monitored.
- To ensure adequate support and supervision arrangements are made for the Chief Executive Officer and any other staff or volunteers directly managed or reporting to the Trustees
- To ensure a successor is found before the term of office finishes

## Qualities of the Chair

To fulfil your duties, ideally we're looking for the following qualities, skills and knowledge.

### Qualities

- Empathy and a developed understanding of issues relating to children and young people in the region
- A commitment to our values, aims and success
- Willingness and ability to devote the time required to this role
- Strong leadership and communication skills
- A commitment to equity, diversity and inclusion

### Skills and Knowledge

- Experience of chairing meetings and team leadership
- Knowledge of third sector governance requirement
- A broad understanding of youth work and the VCSE sector
- An understanding of risk assessment and management
- Working knowledge of IT applications including email, Word, Excel, WhatsApp and Zoom.

*Don't meet every single requirement? Don't stop reading! At P4C we're dedicated to building a diverse, inclusive and authentic environment where passion for what we do shines through. So, if you're excited about this role but you don't meet every qualification in the list above, we encourage you to apply anyway. You might just be the perfect person for this role or something else with us and we can help you to develop the skills and knowledge you need.*

## Time Commitment

- This is a voluntary position. The time commitment will depend on the individual and circumstances. It will vary over the year, but currently you can expect to spend up to 5 hours per week carrying out the role well.
- The Board meets up to 6 times per year and the Chair is expected to be available for all of these meetings (virtually or in person), plus time for relevant preparation of board papers and sub-committee meetings.
- It is important that the Chair is available to the CEO on a regular basis and has a strong understanding of the charity through visits to workplaces.



- Occasional meetings with funders, partners and others will be required, usually in the North East.

Trustees typically contribute 4 – 8 days annually to the affairs of the trust and involve attendance between 4 – 8 meetings per annum.

Most meetings take place in Newcastle or virtually on a weekday evening, between 6.30pm and 8.30pm. Outside of the board meetings, correspondence is conducted by email and WhatsApp.

### Expenses

No remuneration is offered for performing the duties of a Trustee, although reasonable expenses will be reimbursed as per our expenses policy.

### Safer Recruitment Statement

P4C is committed to safeguarding and ensuring the welfare of children and young people, and expects all employees and volunteers to share this commitment.

The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment.

### How to apply

To apply for this role, please send an email of no longer than 1000 words, outlining why you would like to be Chair and demonstrating how you have the knowledge, skills and experience to meet our role description. Please email [projects4changeuk@gmail.com](mailto:projects4changeuk@gmail.com) with the subject line 'Chair recruitment'.

### Contact us

If you're interested in this role and would like to discuss it in more detail, please contact:

Kelly Coates, CEO  
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07946 314 037

Amy Coates, Trustee  
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07834 545 224

<http://www.projects4change.org/get-involved/become-a-trustee/>