



APPOINTMENT OF CHAIR APPOINTMENT BRIEF AUGUST 2019



1 AN INTRODUCTION

Young Enterprise (YE) exists to enable young people regardless of their starting point, to learn and apply the skills, behaviours and attitudes required for sustainable employability in the 21st Century. We do this by enabling young people to learn about the world of work directly from business volunteers via innovative and exciting enterprise and financial education programmes, underpinned by the principles of learning by doing, involving multiple encounters with employers.

We recruit, train and support business volunteers to deliver our suite of age appropriate programmes (Key Stages 1 to 5) in classrooms across the whole country. This is further supported by providing teachers and practitioners with continuing professional development opportunities and high-quality tools and resources which can be used in their school or workplace. All our evidence-based programmes enable students to develop key workplace readiness and entrepreneurship skills, as well as the confidence and motivation to enable them to successfully transition from post statutory education to employment, further education or training (EET).

- Young Money (formerly pfeg) merged into Young Enterprise in September 2014.
- We license separate charities in Scotland (YES) and Northern Ireland (YENI) and Gibraltar (YE Gib)
- We are a long-standing Member of the Junior Achievement Worldwide network (JA WW) that has operations in over 100 countries.
- Key Numbers (p.a.): Income £6m; young people supported 300,000+; 5000 volunteers; 3,500 businesses; 8,000+ teachers supported;
- Key Programmes: Company, Tenner, Fiver, My Money Week, Centres of Excellence, Start Up, Team
- Over 55 years YE has worked with over four million young people across the UK
- We provide the secretariat for the All Party Parliamentary Group on Financial Education for Young People



Our Vision

We believe that young people should be given the best chance for a rewarding future in work and life – no matter where they start their journey.

Our Mission

Empowering young people to discover, develop and celebrate their skills and potential.

OUR VALUES

Unlocking Potential

Recognising and developing the potential of all: in our organisation, in the young people we champion and in the stakeholders we work with.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

One Team

Working together effectively to achieve our goals.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

You can find out more about us by visiting our [website](#) or reading our [annual report](#).



DRIVING
EMPLOYABILITY
SKILLS IN
UK SCHOOLS

2 THE ROLE

The Chair of Young Enterprise will play a pivotal role in ensuring that the organisation fulfils its ambition and vision. They will be passionate about supporting young people to achieve their potential regardless of where they start out from. The successful candidate will ensure the Board of Trustees upholds the values of the organisation, plays a key role in representing the charity externally building and maintaining an engaged and committed network across key stakeholder groups of business, education and government, takes an overview of the strategic direction for the charity, and takes an oversight of all activities and holds the executive appropriately to account for performance delivery. The key responsibilities include:

- To shape and lead the UK Board of Young Enterprise in the Charity's mission.
- To act as an inspirational ambassador and spokesperson for the charity, personally and with board colleagues, and in particular supporting the CEO and Senior Leadership in fundraising and public affairs activities.
- To ensure that the Charity pursues its objects as defined in its governing document.
- To work with the CEO to ensure that Board decisions are acted upon.
- Providing strong strategic vision, leadership and governance including:
 - Leading Trustees and senior leadership in developing and agreeing the charity's strategy.
 - Ensuring the Board fulfils its responsibilities for overall governance of the charity.
 - Developing the charity's aims, objectives and goals in accordance with the governing document (Memorandum and Articles), legal and regulatory guidelines.
 - Ensuring appropriate Board composition and Trustee participation.
 - Annually reviewing the effectiveness of the Board, Committees and individual Trustees.
 - Ensure timely succession planning for Trustees and Committee Chairs.



- Leading the Board of Trustees:
Meetings
 - To agree dates and agendas for Trustee meetings (in liaison with the CEO).
 - To chair Board meetings ensuring that agendas are covered efficiently and effectively and that Board decisions are acted upon.
- To provide support and leadership to the CEO and annually appraise performance.
- To ensure that the Charity is run in accordance with the decisions of the Trustees and the Charity's governing document.
- To act as the channel of communication between the Trustees and staff, ensuring that the Charity's senior leadership is appropriately empowered.
- To facilitate change and address conflict within the UK Board.
- Represent YE interests within JAWW as determined by the Board of Trustees and /or JAWW, attending JA AGMs, committee meetings and functions as required.

The above tasks are not an exhaustive list of the main responsibilities and duties, which will vary depending on the context and needs of the Charity over time.

2017-18 IMPACT

91%

of students agreed it was inspiring to meet volunteers and learn about their experiences and career choices

For the third year in a row the rate of students who participated in YE's Company Programme who were likely to be NEET (Not in Education, Employment or Training) was nearly half that of the national 18-24 NEET rate* (**ONS)

92%

of teachers agree that YE challenged students on their employability skills while also exploring and explaining employers' expectations of young people

97%

of volunteers found it rewarding working with young people, sharing their career knowledge and skills

79%

of volunteers developed their coaching and mentoring skills

98%

of Young Money-trained teachers felt confident delivering financial education to young people compared to 68% who were not trained

3 PERSON SPECIFICATION

Young Enterprise is seeking to appoint an experienced board leader, who will bring a demonstrable passion and commitment to the charity's cause and vision. They will possess a clear understanding of governance and a track record in board leadership, including supporting the executive team.

The Chair

In addition to the general skills and abilities required of a Trustee (set out below) the Chair of the Charity should also have:

- Strong commitment to the difference that YE can make to the lives and futures of young people
- Strategic vision and experience of strategic planning
- A well-developed, high-level network to support stakeholder engagement and profile building
- Experience of acting as an ambassador or spokesperson
- Proven chairing and leadership skills
- Excellent independent judgement
- Commitment to upholding Nolan's seven principles of public life
- Tact and diplomacy
- Impartiality, fairness and the ability to respect confidences
- Ability to work as a team member as well as a team leader

General Responsibilities of a Trustee

- To ensure that the Charity applies its resources exclusively in pursuance of its objects (i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are).
- To contribute actively to the Board of Trustees' role in ensuring that the Charity has a firm strategic direction, clear overall policy, agreed objectives and targets, and monitoring and evaluating performance against those objectives and targets.
- To safeguard the good name and values of the Charity.
- To appoint the CEO (as agreed with the Board).
- To monitor the effective and efficient management and administration of the Charity (including the employment, management and welfare of all staff), delegating day-to-day responsibility to the CEO as appropriate.
- To safeguard the financial stability and solvency of the Charity.

- To protect and manage the property of the Charity, including any buildings or other assets, and to ensure the proper investment of the Charity's funds.

In addition to the statutory duties above, each Trustee should abide by the Good Governance Code of Practice, using any of their specialist skills, knowledge or experience to help the Board of Trustees reach optimum decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance.

The Board of Trustees share and promote the following qualities:

- A passionate enthusiasm for supporting the beneficiaries of the Young Enterprise and Young Money programmes and the general work and advocacy of the Charity.
- The adherence to the Good Governance: a code for the voluntary and community sector: an effective board will provide good governance and leadership by:
- Understanding their role
- Ensuring delivery of organisational purpose
- Working effectively both as individuals and as a team
- Exercising effective control
- Behaving with integrity; and
- Being open and accountable

Knowledge and experience

Trustees have determined that it is desirable that the Board should consist of individuals with strong business and social networks and contain a mix of in depth knowledge of and senior level experience in:

- Young Enterprise programmes as an alumnus or volunteer;
- Education;
- Entrepreneurship, work skills and financial literacy;
- Finance, audit and risk management;
- Legal, governance & compliance;
- Technology & IT;
- Sales, marketing and public relations including digital and social media;
- Strategy development and execution;
- Government (central and local), particularly the DFE, Treasury and Number 10.

Skills and abilities

The Board of Trustees has determined that it is essential that Trustees have:

- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.
- Excellent communication and interpersonal skills.
- Analytical ability and good independent judgement.
- Capacity for clear, creative and strategic thinking and vision.
- Board level leadership skills combining personal presence and an open, accessible style.
- Understanding and acceptance of the role of a Board of Trustees for a charity (including the legal duties, responsibilities and liabilities of Trusteeship).

Personal qualities

- Someone that Trustee colleagues recognise as an expert in their field; who bring gravitas to their work; who have personal integrity that leads to trust and respect from Board members, the charity's senior leadership and major stakeholders.
- Commitment to equal opportunities and the promotion of diversity
- Independence of thought and judgement and the ability to evaluate and interpret information independently



4 TIME COMMITMENT & TERMS OF APPOINTMENT

The Chair will be required to:

- Attend Trustee board meetings and other meetings as required, usually in London;
- Learn and rapidly build up knowledge of the activities of the Charity;
- Network for and effect significant introductions on behalf of the Charity.

Desirable:

- Undertake visits and other Trustee responsibilities as required;
- Wider involvement with the voluntary sector and other networks;
- Undertake training and participate in evaluation of the Board's work.

Time commitment

It is anticipated that the YE Chair will be required to commit circa 2 days per month including staff engagement and preparation for meetings.

Payments

This is an unpaid role and neither the Chair, nor Trustees, are entitled to receive any payment out of the Charity's funds, other than reasonable 'out of pocket' expenses.

Appointment term

The normal term is three years with the potential for reappointment, subject to Board approval, for a maximum of a further two years.

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Young Enterprise on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments, using code HYPB. Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

The closing date for applications is noon on **Wednesday 28 August 2019**.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application.