Physical activity can transform our lives.
Many health campaigns just make fit people fitter.
Now it’s time to include everyone.
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Welcome!

Thank you so much for your interest in becoming a Young Trustee for Active Gloucestershire. We’re passionate about helping everyone enjoy an active life – young people included. Even small changes can make a real difference, and taking the stairs instead of using the lift is just as important to us as team sports. We want to help people with disabilities or long-term illnesses find the activity that suits them best, too. That’s why Active Gloucestershire started **we can move**, a social movement to make physical activity part of everyday life for us all.

We want to get young people involved in the decisions we make, and that’s what being a Young Trustee with us is all about.

Active Gloucestershire works with an incredible range of partners from community groups right through to Sport England. We provide training, advice and networking opportunities, and help smaller organisations secure funding, alongside running and promoting a range of events and campaigns. We also provide insight services, analysing data to help organisations see the best way forward.

As one of our pioneer Young Trustees, you’ll help us shape the role and the way we work. We want to harness your experience and wisdom as we drive forward on our mission, enabling young people to join our movement. Together, we can help everyone in the county enjoy a happier, healthier life.

If you’d like to join us, and believe in our vision, then please do take forward your application.

**Jan Bowen-Nielsen**  
Chair

**Tom Beasley**  
Chief Executive
What’s the role of a Young Trustee?

Together, the Board of Trustees is responsible for the overall strategic direction of the charity and our financial health. Charities have to operate within a strict legal framework and adhere to very specific regulations, and our Trustees must make sure that we do so.

There’s a full induction process, and we do recognise that Young Trustees may need support in gaining the new skills and experience that we can offer – which will in turn increase your value to employers.

What are the main duties of Trustees?

- Ultimately, Trustees are responsible for everything Active Gloucestershire does. Our team of staff carry out the day-to-day management of the organisation, but the Board of Trustees sets policies and strategies, approves and monitors performance and budgets, maintains effective corporate governance, and holds staff to account.

- Trustees should make sure that proper controls are in place to protect bank accounts and the handling of funds, and also ensure that other assets are properly looked after (for example, our brand, our money and our staff).

- Trustees represent Active Gloucestershire and we can move at meetings, conferences and events in the county and further afield. You’ll be encouraged to get to know our staff and their work, and to provide advice, guidance and support when requested. Trustees help with the recruitment and induction of new Board members, and also meet and communicate with potential fundraising supporters. All Trustees must declare any conflict of interest they think they may have as soon as they can.

- Trustees are expected to use a reasonable degree of care but are not expected to be experts in any particular field. As a Trustee, you’ll need to be aware of situations when you might need to seek advice.

- You’ll need to understand Active Gloucestershire’s aims and objectives. Decisions are taken by all members of the Board together. It’s unwise to be a “sleeping trustee” and leave decisions to others or to be regularly absent from meetings of the Board, as you’ll still be responsible for the choices made. If a Trustee strongly disagrees with a decision, you can ask for your disagreement to be recorded, but as a member of the Board you’re still jointly responsible for that decision.

- Trustees represent the Board’s agreed position when speaking publicly on behalf of Active Gloucestershire, including on social media.
What’s the role of a Young Trustee?

Key relationships

Internally, your key relationships will be with the Chair and the Chief Executive.

Pay

This is a voluntary role, but reasonable travel, subsistence and accommodation expenses are all reimbursed.

Time commitment

We’re looking for Trustees who can prepare for and attend five meetings a year, each lasting up to three hours. These take place at our offices in Gloucestershire. As well as our comprehensive one-day induction programme and trusteeship training, Trustees are also required to occasionally attend relevant events and conferences, and there will also be a strategic away day in October. If necessary, Active Gloucestershire can liaise with your employer, but it’s best if you inform your workplace of your decision to apply for this role. We strongly advise that all Trustees attend each meeting, and in the event of unforeseen circumstances, we ask that Trustees comment in writing in advance.

Terms of Office

Trustees usually stay with us for three years, so it’s a long-term commitment – but one which offers you unrivalled opportunity for extremely valuable experience. Generally, we encourage people to only renew if there’s a clear reason why their skill set will still add value. All members are restricted to a maximum of nine years’ continuous service.
Who are we looking for?

• Can you listen to the different views of young people and share them effectively with others?
• Do you have the confidence to communicate with a wide range of people, including other Trustees?
• Do you have personal experience of the issues faced by young people from disadvantaged backgrounds, and/or experience of the charity sector?
• Can you demonstrate an understanding of or an interest in how children and young people can influence change?
• Do you a have commitment to social change? Are you passionate about getting more people active?
• Are you good at taking a strategic view?
• Are you confident in the use of digital technology?
• Do you enjoy working as part of a team?

How will we support successful candidates?

Induction and support

We want to make sure our Young Trustees are fully supported with an induction programme.

As part of the induction process, you’ll learn everything you need to know about becoming a Young Trustee, from the basics of what Active Gloucestershire does and who we seek to benefit to the fine details of where our income comes from and how we spend it.

• You’ll get the opportunity to meet with the existing Trustees to talk to them about the role and their areas of expertise, as well as the chance to spend time with Active Gloucestershire’s staff to learn about about all aspects of our work.
• You’ll attend trusteeship training with a leading organisation, such as NCVO or Civil Society.
• You’ll have access to online resources and face-to-face events that will help you to become familiar with the organisation.
• We may also match you with a mentor from another charity or foundation who can provide independent advice and guidance.
• We can also negotiate with your employers if any flexibility to your working hours is needed for Trustee work. Don’t forget that your employer will also benefit from all the experience you’ll gain with us.

We encourage all of our Trustees to follow relevant social media channels to keep themselves up to date with the context of our work.
If you’d like to apply for the role of Young Trustee, please provide us with the following:

- **A motivation statement** (no more than 2 sides of A4), which explains why you’re applying for the role and the particular skills and experience you’ll bring to it. This should also include examples of how you match the experience requirements of the role as outlined on pages 4–6.

- **Your CV**, or if you have just left school a list of qualifications you have and any relevant experience.

- **A completed Equal Opportunities monitoring form** (also attached to this email). We are keen to ensure that our roles are accessible to all members of the community and use this data to monitor our progress in doing this.

Do please ensure that you let us know if there are any specific dates that present you with a problem. See next page for the recruitment process.

Please return the above documents by end of day on the closing date, 4th September 2020, to: geethadean@activegloucestershire.org

Please also note this role will be subject to a disclosure check.
The recruitment process

Key dates and the selection process:

• Closing date: 4th September.

• We’ll be in touch with candidates at the beginning of September to advise on the outcome of their application.

• Invitation from the Board of Trustees.

• On 17th September at 5pm the Board will provide some time for questions and answers at the start of their meeting, for candidates we’ll be inviting for interview.

• Interviews: w/c 21st September
  Shortlisted candidates will be invited to an interview with a panel of three Board members.

Further information

Is Active Gloucestershire the right organisation for you?

We suggest you take a look at:

our current strategy, annual report and our policies.

Being a Trustee can provide you with life changing skills and experience as well as a real sense of reward.

We want to make the most of this opportunity for you, and for our organisation and the people we work with.

Please feel free to ask questions along the way.