

Where Everyone Sticks Together

**WE
ST**

An **OnSide** Youth Zone

Role: Chair of the Board of Trustees

Location: White City, London

**WEST Youth Zone is seeking a new
Chairperson who will:**

- ▶ Lead the charity through our exciting next chapter.
- ▶ Work alongside our committed and high-performing board.
- ▶ Build on the strong foundation built by our founding Chair.





OPENED APRIL
2024

£5

£5 ANNUAL
MEMBERSHIP



50P ENTRY

£1

BITE CITY HOT
MEAL

3000+

OVER 3000
MEMBERS

ABOUT WEST

WEST Youth Zone, named **Where Everyone Sticks Together** by local young people, opened in April 2024 - the newest Youth Zone in the **OnSide network**. We are a purpose-built space fizzing with energy and crammed with incredible facilities. Staffed by talented, skilled and dedicated youth workers who truly believe in young people, helping them see what they could achieve, and giving them the skills, confidence and ambition to go for it.

At WEST, we believe **all young people in West London** should have the opportunity to discover their passion and their purpose and be able to explore where it can take them. We are open 7 days a week, while schools are closed - that's evenings and weekends, plus all through the school holidays. We offer a **safe and active space for young people** to flourish in their leisure time, where their interests can be nurtured, and they can grow as individuals.

Hammersmith & Fulham (H&F) is a London Borough of wide disparities, with an acute need for youth services. This vast difference between those living in different parts of our borough can lead to radically different life outcomes. Our Youth Zone is a vital provision that will make a huge impact on the lives of young people, and on the whole borough, **levelling the playing field for our young people**.

We give 8 to 19-year-olds, (and up to 25 for young people with additional needs) affordable access to a broad range of sport, arts and mental health support, and employability services, designed to **empower them to lead healthier, positive and more active lives** – raising their aspirations for themselves and their community. This is a charity that the whole community can be proud of, and **you can be part of that journey**.



THE ROLE

The Chair will lead the Board inclusively, ensuring that Trustees are engaged and take collective ownership of the Charity's mission and vision, that the Board functions as an effective unit and each trustee fulfils their duties and responsibilities for the good governance of the charity.

The Chair will support the Chief Executive to ensure that the Board works closely with the leadership team to enable the charity to achieve agreed objectives. Like every Trustee, the Chair will act as an ambassador of the charity.

The Chair is expected to have the following key attributes:

- Passion for the positive contribution and role young people can play in society given the right opportunities
- Experience of operating and leading at a senior strategic leadership level within an organisation, driving high performance both directly and through others
- Gravitas and communication skills to be an advocate and ambassador for WEST with senior external political, corporate and third sector stakeholders
- Strong personal network with the desire and ability to introduce new potential corporate and individual supporters to WEST

TERMS

- This is a voluntary position.
- Reasonable expenses when incurred
- The charity's Chair (and board members) are expected to serve a three-year term to be eligible for reappointment for one additional term

TIME COMMITMENT

- 4 Board meetings per year & 4 Finance Committees
- Regular meetings (ideally monthly) with the CEO
- 1 x board development day per year
- Participation in donor cultivation and WEST events
- Help with senior staff recruitment when needed



**AMBITIOUS &
MOTIVATED**



VALUES-DRIVEN



**POSITIVE ROLE
MODEL TO
YOUNG PEOPLE**



KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP

Provide leadership to the Charity and its Board, ensuring that the Charity has maximum impact for its beneficiaries

Ensure that Trustees fulfil their duties and responsibilities for the effective governance of the Charity

Ensure that the Charity operates within its charitable objectives and the Board provides a clear strategic direction for the Charity

Ensure that WEST delivers its key operational activities and hits all key targets

Ensure that the Board regularly reviews major risks and associated opportunities, and satisfy itself that systems are in place to manage and mitigate risks

Working with the CEO to ensure that the Board fulfils its duties to ensure sound financial health of the Charity, with systems in place to ensure financial accountability

GOVERNANCE

Chairs the Trustee Board

Ensures that WEST is compliant with all aspects of its status as a UK approved charity

Develop the knowledge and capability of the Board of Trustees

Encourage positive change where appropriate, address and resolve any conflict within the Board

Appraise the performance of the Trustees and the Board on an annual basis

Ensure that the Board of Trustees is regularly refreshed and incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively

Champion Equity, Diversity and Inclusion on the Board, ensuring our trustees also reflect the community we serve.

Work within any agreed policies adopted by the Charity

EFFICIENCY AND EFFECTIVENESS

Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process

Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership

Foster, maintain and ensure that constructive relationships exist with and between the Trustees

Work closely with the Chief Executive to give direction to Board policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of trustees

Monitor that decisions taken at meetings are implemented

KEY RESPONSIBILITIES CONTINUED...

EXTERNAL RELATIONS

Act as an ambassador for the cause and the Charity

RELATIONSHIP WITH THE CHIEF EXECUTIVE AND THE WIDER MANAGEMENT TEAM

Establish and build a strong, effective and a constructive working relationship with the Chief Executive, ensuring they are held to account for achieving agreed strategic objectives

Support the Chief Executive, whilst respecting the boundaries which exist between the two roles

Ensure regular contact with the Chief Executive and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges

Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary

Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with other Trustees

Ensure that the Chief Executive has the opportunity for professional development and has appropriate external professional support

PERSON SPECIFICATION

PERSONAL QUALITIES

A strong and visible passion and commitment to the Charity, its strategic objectives and cause

Strong interpersonal and relationship building abilities

Tact and diplomacy, with the ability to listen and engage effectively

Strong networking capabilities that can be utilised for the benefit of the Charity

Ability to foster and promote a collaborative team environment

Ability to commit sufficient time to fulfil the needs of the role

EXPERIENCE

Experience of operating at a senior strategic leadership level within an organisation

Successful track record of achievement through their career

Experience of charity governance and working with or as part of a Board of Trustees

Experience of chairing meetings

PERSON SPECIFICATION CONTINUED...

KNOWLEDGE AND SKILLS

Strong leadership skills, ability to motivate staff and volunteers and bring people together

Financial management experience and a broad understanding of charity finance issues

Good understanding of charity governance issues

Awareness of equality and diversity issues

Ability to listen and communicate effectively

DESIRABLE QUALITIES

Broad knowledge and understanding of youth policy and the current issues affecting the youth services sector

A knowledge and understanding of West London in relation to culture, communities and business and enterprise in both the private and third sectors

APPLICATION PROCESS

- To apply, send your **CV and a short supporting statement** making reference to the person specification to **recruitment@westyouthzone.org**

Interview process

- Applications will close on 30th June**
- WEST Youth Zone are committed to safeguarding and promoting the welfare of children, young people, and vulnerable groups. This position is subject to an Enhanced DBS check.



OUR VALUES



An **OnSide** Youth Zone



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.

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.



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 communities.

COLLABORATION

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

