**FINANCE TRUSTEE**

**Each trustee board member is expected to complete a minimum of 1 3-year term, maximum 2 terms**

**Time commitment:**

* **Finance & Resource committee once a quarter**
* **Board meeting once a quarter**
* **4-6 hours per month commitment required to review management accounts, support with budget setting/reforecast, financial audits and other finance related governance tasks**
* **Annual Board away day**
* **Annual OnSide board development day**

On the next page you will find the details of duties and requirements of this role

If you are interested in discussing this role further or would like to apply, please send your expression of interest to Heather Etheridge by email – heather.etheridge@manchesteryz.org

Please note this role is subject to enhanced DBS check

**REGISTER YOUR INTEREST IN THIS VOLUNTARY ROLE**

Manchester Youth Zone is a limited charity that has been delivering high quality youth provision for 12 years. Originally commissioned with MyPlace funding, the organisation has become a community hub in Harpurhey, North Manchester – one of the poorest wards in England with 94% of MYZ youth members come from 1st/ 2nd indices on the national poverty index scale, where cost of living increases impacted hard and caused further adversity and inequality.

Having experienced challenges organisationally due to COVID-19, we are now in an exciting position with established youth work provision, strong reputation in private, public and voluntary sectors, and a successful track record of grants and trusts which includes a capital expenditure investment of £1.4M.

* A core youth work offer is established, based on the needs of young people in North Manchester, and ensures that young people attending always have access to:
* A vibrant, creative, and diverse play work offer that grows strong positive peer networks, offers exciting introduction to new positive activities and nurtures self-confidence, emotional wellbeing and developing resilience(ages 8-11 years).
* An evidenced based youth work programme that supports young people (ages 12 – 25 years) through a diverse range of positive activities including sports, arts, issue-based group work, volunteering and enterprise activities that develop skills for life and lay the foundations for positive outcomes into adulthood.

Running parallel to this universal offer, Manchester Youth Zone also delivers a range of targeted youth programmes for children and young people who benefit from more intensive support to reach their goals including mental-health and emotional wellbeing support, careers and enterprise initiatives, youth voice and social action opportunities; and programmes addressing serious youth violence and exploitation. In addition to this, there is a strong ethos on inclusivity: we have safe space work for girls and young women, boys and young men, LGBTQ+ young people, disabled children and young people from racialised communities.

 **CONTEXT OF THE ROLE**

**DUTIES OF A TRUSTEE BOARD MEMBER**

* Ensure that Manchester Youth Zone complies with charity law, company law and any other relevant legislation or regulations
* Ensure that Manchester Youth Zone pursues its objective as outlined in the organisational strategy and business plan
* Ensure that Manchester Youth Zone applies its resources wisely and applies ‘best value’ principles
* Contribute actively to the board of trustees' role in giving firm strategic direction to the Chief Executive in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* Contribute actively to Board Meetings and other appropriate events/ Youth Zone activities
* Safeguard the reputation and values of the Youth Zone
* Ensure the financial stability of the Youth Zone

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on key issues, scrutinising board papers, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has special expertise.

Each Trustee must:

* Have commitment to the mission, values and DNA of the Youth Zone
* Show willingness to devote the necessary time and effort
* Act with integrity and have a willingness to speak their mind
* Employ a strategic vision
* Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Have the ability to work effectively as a member of a team and to take decisions for the good of the Youth Zone.
* Be sufficiently experienced in the area of specialism as outlined above

**PERSON SPECIFICATION**

**Duties of Trustee – Treasurer**

* To ensure that the Youth Zone’s finances are used appropriately, prudently, lawfully and in accordance with its objects and any funding agreements
* To be accountable for the charity’s solvency, continuing effectiveness and the preservation of its endowments (if any)
* To exercise overall control over the Youth Zone’s financial affairs
* To ensure accurate and up to date accounting records are maintained
* To ensure that restricted and unrestricted funds are appropriately identified in financial records and used in line with any restrictions
* To support external audit of accounts that includes attending planning meetings, supporting field work requests, reviewing and signing off charity accounts (prepared externally) and support the submission of annual returns to Charity Commission/Companies House as appropriate
* To ensure the accounts are made publicly available
* To chair the Finance & Resource Committee. This group will meet each quarter to review the financial position of the Youth Zone in more detail and agree annual budgets

**DUTIES OF A TRUSTEE - TREASURER**