

KFC YOUTH FOUNDATION TRUSTEE JOB DESCRIPTION & INFORMATION PACK



Registered charity number 1163560 in England & Wales and SC046098 for Scotland

TRUSTEE JOB DESCRIPTION

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.


Location: Woking, Surrey

Reporting to: Board of Trustees (Executive Committee)

Introduction

The KFC Youth Foundation is the corporate foundation that was setup in 2015 and is financially supported by KFC UK&I. The KFC Youth Foundation is a charity.

Mission



To empower young people in the UK to fulfil their potential by providing safe spaces, helping them to unlock talent, build life skills and provide mentoring to help them build a positive future

Since its inception the KFC Youth Foundation has made donations and grants of more than £8m. In 2021 we became a community grant maker, offering grants of up to £2,500 to grass roots organisations working with young people in their communities. Organisations who share the passion we have for developing young people. Since setting up the programme we have made grants to a value of £351,570, supporting 10,271 young people.

But we aren't ones to rest on our laurels and over the last 18 months we have been developing a strategy to transform ourselves into a service delivery organisation. It is our ambition to create KFC Youth Foundation Hubs; amazing spaces with awesome youth workers that allow young people who most need it, to feel safe and secure.

We are opening our first Youth Hub at The Resource Centre in Middlesbrough this summer. It is our intention to deliver open access youth services with a particular focus around food education, employment and food aid, by creating a training kitchen and cafe.

Our core values are to empower young people to take control of their lives and make positive changes for themselves and to create viable career opportunities for youth workers. We want to be champions for change, leading the way in making youth work a credible profession and providing a platform and a voice for young people and youth workers, by offering Youth Work Apprenticeships and Training. We know that the power of change comes from the ability to collaborate so we want to work with trusted partners to execute our shared goal of supporting young people to fulfil their potential.



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Who are the Charity's Trustees?

The Charities Act defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of a charity, regardless of what they are called. For the KFC Youth Foundation the Charity Trustees are known as the Trustee board.

The KFC Youth Foundation Trustee Board is currently made up of members who do not making a living via KFC (external trustees); James Fletcher, our Chair (Deputy Director of Development Oriel College, Oxford), Nick Newman (Hi Carer Founder & ex-charity CEO), Daniel Mark Carr (Brand & Marketing Director Releaf) , Clara Widdison (Mission Manager Nesta) and those who do; Simon Coates (Franchise Owner) , Mike Williams (Director of Financial Control KFC UK&I) and Jonathan Davies (CFO & CPO Heartstyles). Our constitution allows for up to 9 board members.

The role of the Board of Trustees:

At its simplest, the role of the Trustee Board is to ensure that the income and assets of the Charity are safeguarded and applied for the charitable purposes, as declared in the objects. The Trustee Board must always act in the best interests of the KFC Youth Foundation. The Trustee Board must act as a group and not as individuals. The duties of a trustee can be found in more details on pages 3 and 4.

What we are looking for:

KFC Youth Foundation is seeking a Trustee with lived experience and/or skills, expertise, and frontline experience in the Youth sector or young people's support services, particularly in the North-East of England.

With the opening of a youth hub in Middlesbrough this trustee would be a particular support for the Foundation team while they set up and manage the hub.

In addition we are keen for this trustee to have a:

- Good understanding of effectively engaging communities and facilitating co-operation and partnership
- The ability to influence and challenge senior stakeholders

Previous experience as a Trustee is not required and we are happy to provide training and mentorship

The duties and requirements of all Trustees are detailed in the role profile attached.

Person specification:

The Board also aims to maintain a balanced mix of skills and experience, diversity of background and thought and will from time to time seek to recruit Trustees who have specific attributes in response to any identified gaps in its current composition. These attributes are expected of all Trustees:

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- Aged 16 or over, and eligible to serve as a charity Trustee and company Director (see Charity Commission guidelines)
- A commitment to the Foundation's charitable purposes and our values
- Sufficient time and commitment to fulfil the role
- A focus on understanding and responding to the needs of the communities the Foundation aims to benefit
- Personal integrity, openness and honesty
- The willingness to challenge constructively
- Strong interpersonal and communication skills, with the ability to be diplomatic as well as building and sustaining relationships of key stakeholder relationships
- Ability to think creatively and to meet challenges with innovative approaches
- Ability to work effectively as part of a team and willingness to take collective responsibility
- Understanding and acceptance of the duties and responsibilities of company Directors and charity Trustees

Minimum time commitment

Trustees are expected to attend an induction session at the KFC Youth Foundation prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four/ five times a year, are 2 hours long and held during the working week, they are predominantly held on a Teams meeting but we will endeavour to meet in person once a year (travel expenses may be claimed). There may be other occasions when Trustees are asked to act as ambassadors for the Foundation with our charity partners.

The term of the appointment is three years.

To apply:

To apply, please your CV, with a covering letter of no more than 1 page describing your motivation and suitability for the role, to chair@kfcyf.org.uk . If you would like an informal discussion about the KFC Youth Foundation and the role of Trustee, please contact chair@kfcyf.org.uk

This post is subject to NSPCC Safer recruitment and an Enhanced Disclosure and Barring Service Check.

TRUSTEE ROLE & RESPONSIBILITY

Introduction:

Trustees are legally responsible for the Foundation's management and administration. Being a Trustee is an unpaid, voluntary role, but one which offers highly rewarding opportunities to make a difference to communities throughout the UK. Travel and other expenses incurred by Trustees on Foundation business are reimbursed.

The Trustees are appointed by the Foundation. Trustees are chosen for the skills, experience and insights which help them provide strategic direction to the Foundation's work and make sure it is run effectively, for the benefit of the communities it exists to serve.

Trustees are appointed for a three-year term, which can be renewed for a further three years. The main time commitment expected is to prepare for and attend up to four Board meetings per year. Additionally, there are opportunities for Trustees to get more involved in specific areas of the Foundation's activities, whether on a one-off or regular basis, according to their skills, interests and availability.

The KFC Youth Foundation is a Charitable Incorporated Organisation (CIO), governed by its Constitution ('governing document').

Main duties and responsibilities:

All Trustees are responsible, both individually and collectively, for the following duties.

Focus on mission and impact

- Understanding the Foundation's charitable purposes, as set out in its governing document, and what it can and can't do in order to carry out these purposes
- Making sure that all the Foundation's activities contribute to these purposes and benefit the public
- Setting a strategic direction for the Foundation which aims to maximise the positive impact on its purposes, and ensuring its continuing relevance
- Monitoring and evaluating the difference the Foundation is making, and seeking ways to continuously increase its positive impact

Ensuring legal compliance

- Understanding and acting in accordance with the Foundation's governing document
- Making sure that statutory deadlines are met for filing annual accounts and returns to relevant regulators (Charity Commission & Office of the Scottish Charity Regulator)
- Taking reasonable steps to be aware of and comply with other laws that apply to the Foundation, obtaining expert advice where appropriate

Acting in the charity's best interests

- Making balanced, informed decisions in the best interests of furthering the Foundation's charitable purposes and guided by its values
- Recognising and dealing with conflicts of interest, including ensuring no unauthorised Trustee benefits are permitted

TRUSTEE ROLE & RESPONSIBILITY

Acting in the charity's best interests continued

- Being prepared to question and challenge as part of the decision-making process and the ongoing scrutiny of the Foundation's activities
- Accepting majority decisions which have been taken by the Trustees and making sure these are implemented
- Safeguarding the Foundation's reputation, including by upholding high standards of probity and integrity

Being accountable

- Being accountable to all stakeholders with an interest in the Foundation, and welcoming accountability as an opportunity rather than a burden
- Meeting legal accounting and reporting requirements
- Being able to show that the Foundation complies with the law and is carrying out its work effectively
- Making sure that people working for the Foundation (whether in a paid or voluntary capacity) are accountable to the Board for delivering agreed objectives and acting in accordance with the Foundation's values

Managing resources responsibly

- Helping the Foundation access the resources it needs to carry out its work, setting policies relating to income-generation activities (including investments and fundraising) and overseeing their performance
- Supporting the development and stewardship of key funders, supporters and strategic partners to maximise the long-term potential of these relationships to contribute to the Foundation's charitable purposes
- Making sure that appropriate controls and procedures are in place for financial and risk management, and that these are followed
- Taking responsibility for people working for the Foundation (both paid and voluntary)
- Considering the wider impact of Foundation activities and balancing risks and opportunities responsibly, including taking account of any ethical implications

Acting with reasonable care and skill

- Preparing for and participating fully in regular Board meetings (and other Board activities from time to time), using your skills and experience to further the Foundation's objectives
- Deciding when you need to take advice
- Taking part in Board evaluation processes, and identifying and accessing any training and development needed to maximise the Board's effectiveness
- Getting the information you need to provide effective governance, such as financial and management reports
- Being prepared in case something goes wrong

More information about the duties of all charity Trustees can be found in the Charity Commission guidance 'The Essential Trustee'.