



Oxfordshire Youth Young Trustee

Role Description

Time Commitment:	Four three-hour board meetings per-year Sub-committee and other officer roles require additional time. Additional meetings as and when circumstances require.
Term:	Three-year terms for a maximum of three consecutive terms after which a Trustee may be reappointed following a year away from the board.
Age:	18-30 years old
Remuneration:	None, voluntary position. Expenses for travel may be claimed.
Location:	Oxfordshire
Reporting:	To the Board of Trustees
Reference Documents:	Charity Commission Essential Trustee Guide Charity Governance Code Charity Commission Guidance

Please read our accompanying recruitment pack for more information about working at Oxfordshire Youth, including our approach to diversity and inclusion through recruitment.

To apply, please send a copy of your CV accompanied by a covering letter to recruitment@oxfordshireyouth.org alternatively, visit <https://oxfordshireyouth.org/engage/work-with-us/> for more information.

Oxfordshire Youth

Oxfordshire Youth is a boundary-breaking youth development charity, working to create a future for and with young people that enables them to realise their potential. We support the youth sector across Oxfordshire, deliver innovative youth leadership programmes, and provide transformational supported accommodation for young people. Our work is grounded in safeguarding, youth work best practice, and a commitment to meeting the needs and aspirations of young people.

1. Charity Trustees

The Charities Act 1993 defined charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. The trustee board at Oxfordshire Youth usually comprises up to twelve trustees, although there is no formal limit on the number of trustees, including the following roles:

- the Chair of the Board of Trustees
- the Deputy Chair and CEO Line-Manager
- the Treasurer and Chair of the Finance and Audit Sub-Committee
- the Safeguarding Lead
- the Chair of the Programmes, Safeguarding and Impact
- Sub-Committee the People and Development Lead and Staff Liaison Trustee
- Other roles and specialisms related to business skills, sector knowledge and lived experience

2. The Role of the Board

At its most fundamental the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Oxfordshire Youth. The trustee board must always act in the best interests of Oxfordshire Youth, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. Trustees are ultimately and legally responsible for everything Oxfordshire Youth does. Trustees fulfil this responsibility by agreeing the strategy, agreeing organisational policies and implementing appropriate monitoring and control mechanisms to ensure and evidence compliance. Trustees appoint the CEO and, on recommendation by the CEO, appoint the Senior Leadership Team to manage all operational matters and the operational team in line with the approved strategy, policies and control mechanisms.

3. The Role of a Trustee

Trustees are legally responsible for the charity and must:

- Ensure Oxfordshire Youth complies with charity law, its Articles of Association, and all relevant regulations
- Ensure the charity pursues its stated objects and applies its resources appropriately
- Set strategy, policy, and direction, and monitor performance against agreed goals
- Safeguard the charity's reputation, values, and financial stability
- Appoint and support the Chief Executive Officer and oversee performance
- Ensure effective governance, administration, and risk management

Trustees also contribute their individual skills and experience to support high-quality decision-making and the ongoing development of the organisation.

4. The Role of a Young Trustee

As a Young Trustee, you will play a full and equal role on the Board, bringing the perspective of young people into strategic decision-making.

You will:

- Contribute to decisions on Oxfordshire Youth's aims, priorities, and outcomes
- Help shape policies and procedures
- Contribute to decisions around funding and resource allocation
- Hold the organisation to account for delivering its commitments to young people
- Share your views, lived experience, and insights as a young person
- Ensure the voice of young people is represented at board level

You will also be supported to participate fully in governance discussions, strategy development, and evaluation of organisational performance.

5. What You Will Gain

As a Young Trustee, you will be supported to develop your understanding of governance and leadership within a charity setting, while gaining meaningful experience at board level. This role is designed to build your confidence, skills, and insight as part of a supportive and development-focused environment.

- Full induction and ongoing support from the Chair of Trustees
- Access to Oxfordshire Youth's Trustee training programme, including youth voice and leadership development
- Experience of charity governance and strategic decision-making at board level
- Opportunities to attend Oxfordshire Youth events and activities

Skills and experience to strengthen your CV and future opportunities

6. Time Commitment

Trustees are expected to attend an induction session at Oxfordshire Youth prior to their first board meeting. Trustees are expected to attend the four annual board meetings which last approximately three hours (typically 6-9pm). Papers, proposals and reports are distributed one week in advance of meetings. Trustees may be asked to join a sub-committee or working group each of which have their own terms of reference and minimum time

commitments. There is also an annual strategic planning board away-day or residential held each year.

7. Who we are looking for

Each trustee must have:

- A commitment to the mission of Oxfordshire Youth
- A willingness to meet the minimum time requirement
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic and forward-looking vision in relation to the charity's objects and aims
- Independent judgement, political impartiality, an ability to think creatively and a willingness to speak their mind
- Good communication and interpersonal skills including a willingness to use tact and diplomacy to challenge and constructively criticise
- Integrity

The board of trustees collectively needs skills and experience in the following areas:

- Leadership and human resource management
- Financial management, income generation and enterprise
- Safeguarding experience and expertise
- Public policy and public affairs
- National and local youth sector

For this position, we are seeking an individual to join the Board of Trustees who brings a broad range of professional skills, experience, and insight to support the strategic direction and governance of Oxfordshire Youth. The ideal candidate will be committed to our mission and values, and willing to contribute their knowledge, perspective, and networks to strengthen the organisation and help it continue to thrive.

Oxfordshire Youth (OY) recruits outstanding talent to ensure we provide outstanding programme services to the young people of Oxfordshire and the organisations who serve them. We are committed to creating a team of people that make diversity and inclusion the norm. Oxfordshire Youth are actively seeking to recruit candidates from Global Ethnic Majority backgrounds, and from candidates who may consider themselves to have lived experiences in the areas in which they work.

Oxfordshire Youth offers Trustees robust training to support them to succeed in their role and to broaden their knowledge on the youth sector, and other relevant issues.

8. Trustee Role Boundaries

Trustees in a decision-making capacity:

- As a board of trustees
- As a sub-committee

- Chair - delegated authority by the board to make decisions between board meetings where necessary
- CEO Line Manager - delegated authority by the board to make decisions between board meetings where necessary

Trustee roles outside of the above decision-making capacity:

1. **Advisory** role (i.e. offering advice in an area of expertise). In this capacity the Trustee is acting as Trustee but, as noted above, does not have decision-making capacity in their own right.
2. **Volunteer** role (i.e. participating in an operational working group). Here the Trustee is subject to the decision-making of the operational team-member who is in a position of authority. As a volunteer the Trustee is at liberty to withdraw.
3. **Observer** role (i.e. attending an OY workshop for young people or observing OY work). In this capacity they are acting as a Trustee but have no role beyond observing or information gathering for the purposes of strengthening their own understanding and / or board-level decision-making.
4. **Champion** role (i.e. spreading the message about the work of OY). In this capacity they are acting as a Trustee, helping to build the profile of the work of OY, with no decision making, but with the view of creating a positive image and sign-posting people to OY.