



Could you be our next Trustee?

PATH Yorkshire is recruiting for dynamic, committed, and motivated individuals to join our highly skilled, friendly and supportive Board of Trustees.

Trustees are to play an active role in-person or remotely in the strategic direction of the charity, contributing to the effective and quality governance of PATH Yorkshire.

www.pathyorkshire.co.uk



Preparing communities for the world of work

Become a Trustee with PATH Yorkshire

PATH Yorkshire is a registered charity helping and supporting disadvantaged ethnic minority communities and migrant groups in Leeds and parts of the Yorkshire region for 37 years.

The charity's mission is to support socially and economically disadvantaged people into the world of work through Employability Skills Training, English language courses, and supported work placements in collaboration with employers.

Trustees

Our trustees are volunteer board members who set strategic direction, provide advice to staff management team, and ensure PATH Yorkshire's work continues to advance its objectives.

Commitment

Trustees are appointed for a term of up to three years. Board of Trustees meetings are hybrid (remotely and in-person at PATH office) in the early evening, scheduled quarterly. Trustees may also provide remote support to the management team on an ad hoc basis. Trustee roles are unpaid but travel expenses will be paid.

Skills sought

We would like to hear from people of all backgrounds, from anywhere in the UK. It is important for us that our board has the diversity of skills, experience, and thought to underpin good governance.

To add to the expertise of our current trustees, we are particularly looking for applicants with skills and backgrounds in one of the following:

- **Corporate fundraising and Major Donors**

We hope to increase our income from corporate partners and major donors - but we need an experienced fundraiser to help guide the development of our fundraising strategy.

- **Human Resources**

Our team is small, without an in-house HR specialism. We are seeking a trustee with HR experience and a good grasp of employment law to provide vital direction and advice.

- **Safeguarding Governance Lead**

To ensure safeguarding is reflected in organisational culture, strategy, and policy.

Role description for a Trustee - PLEASE SEE BELOW.

Applicants do not need to have previous experience as a Trustee.

To apply

Send your CV, with a Cover Letter (explaining why you are applying for the role and what you could bring to the charity) by email to colvyn.inniss@pathyorkshire.co.uk

Closing date for applications: 28 February 2023

ROLE DESCRIPTION FOR TRUSTEES

The duties of trustees are as follows:

- Ensuring that PATH Yorkshire pursues its stated objectives and purposes, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that PATH Yorkshire complies with its governing document (i.e. constitution and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensuring that PATH Yorkshire applies its resources exclusively in pursuance of its charitable objectives for the benefit of the public.
- Ensuring that PATH Yorkshire defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of PATH Yorkshire.
- Ensuring the effective and efficient administration of PATH Yorkshire, including having appropriate policies and procedures in place.
- Ensuring the financial stability of PATH Yorkshire.
- Protecting and managing the property of PATH Yorkshire and ensuring the proper investment of PATH Yorkshire's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Person specification

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
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See attachment - **Who can be Trustees** (source: The Essential Trustee Guidance by The Charity Commission for England and Wales, p.7)

Who can be a trustee and how trustees are appointed

(Source: The Essential Trustee Guidance by The Charity Commission for England and Wales, p.7)

You must make sure you are allowed to be a trustee:

- there are some restrictions on who can be a trustee - there are minimum age limits and some factors that automatically disqualify people from being trustees
- you must be properly appointed, and should know how long your appointment lasts
- if you are not properly appointed, the trustees' decisions or actions may be invalid, potentially creating disputes or putting charity assets at risk
- if you are a trustee of a charity that provides 'regulated activities' for children or adults, be prepared for your charity to request a DBS check on you

Who can be a trustee

Minimum age

You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity.

Disqualification

You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission. Reasons for disqualification include if you:

- are disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- are an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- are on the sex offenders' register

You can read the automatic disqualification guidance for charities which explains the disqualification rules in more detail.

If any of the current or new disqualification reasons apply to you, you may be able to get your disqualification lifted (or 'waived') by the Commission. The Commission will carefully consider whether granting a waiver is appropriate, although there are some situations where it has no power to grant a waiver - for example, where a trustee is disqualified as a company director.

Read more about trustee disqualification.

Fit and proper persons

Charities that want to claim UK tax reliefs and exemptions (eg Gift Aid) must meet the management condition in the Finance Act 2010. This requires all of the charity's managers (including trustees) to be 'fit and proper persons'.

Find out more - see the HM Revenue and Customs guidance.

Disclosure and Barring Service (DBS) checks

There are legal restrictions under safeguarding legislation on who can be involved in working with children