

# Trustee Pack - Employment & Skills (Ref: 005)

## Role Details

### Key Details

<b>Position</b>	Trustee / Director
<b>Area of Expertise</b>	Employment & Skills
<b>Type</b>	Voluntary
<b>Deadline</b>	<b>Friday 11th September 2020</b>
<b>Start Date</b>	S4L Q1 Board Meeting - 23rd October 2020
<b>Application Process</b>	CV and cover letter sent to <a href="mailto:tom@sport4life.org.uk">tom@sport4life.org.uk</a>

### Summary of Role

Sport 4 Life UK (S4L) is currently seeking to recruit a trustee with **employment and skills** expertise for its Board. This is an excellent opportunity to be actively involved in supporting the work of a dynamic and ambitious charity which makes a positive and lasting impact on the lives of disadvantaged young people in the Birmingham and West Midlands area.

We are particularly interested in hearing from employment, education and skills professionals with significant high-level strategic experience and knowledge. We are interested in hearing from those with experience in HE/FE, the welfare-to-work sector, employment and skills contact procurement and tendering, national and regional employment and skills strategy, and contract risk management. An understanding of Government funding streams (e.g. AEB, ESFA, UKSPF) is desirable, as well as an understanding of employer engagement - working with employers to create and support young people into employment.

Trustees are currently appointed on a voluntary basis and required to commit to a minimum term of appointment of three years. Board meetings take place in Birmingham (virtually during lockdown) on a quarterly basis (January, April, July, and October) with trustees also having the opportunity to contribute to the work of our organisation outside of Board meetings in a range of ways depending on their skillset.

**Applications from under-represented and minority groups (e.g. BAME candidates) are particularly welcome.**

## About Sport 4 Life UK

### Our Vision

S4L believes in a level playing field where every young person has the opportunity to create a better future for themselves.

### Our Mission

We are proud to provide the opportunity for young people (aged 11 to 29) to prepare for and move into sustained education, employment, or training by improving their employability and key life skills, through our sports-themed personal development service.

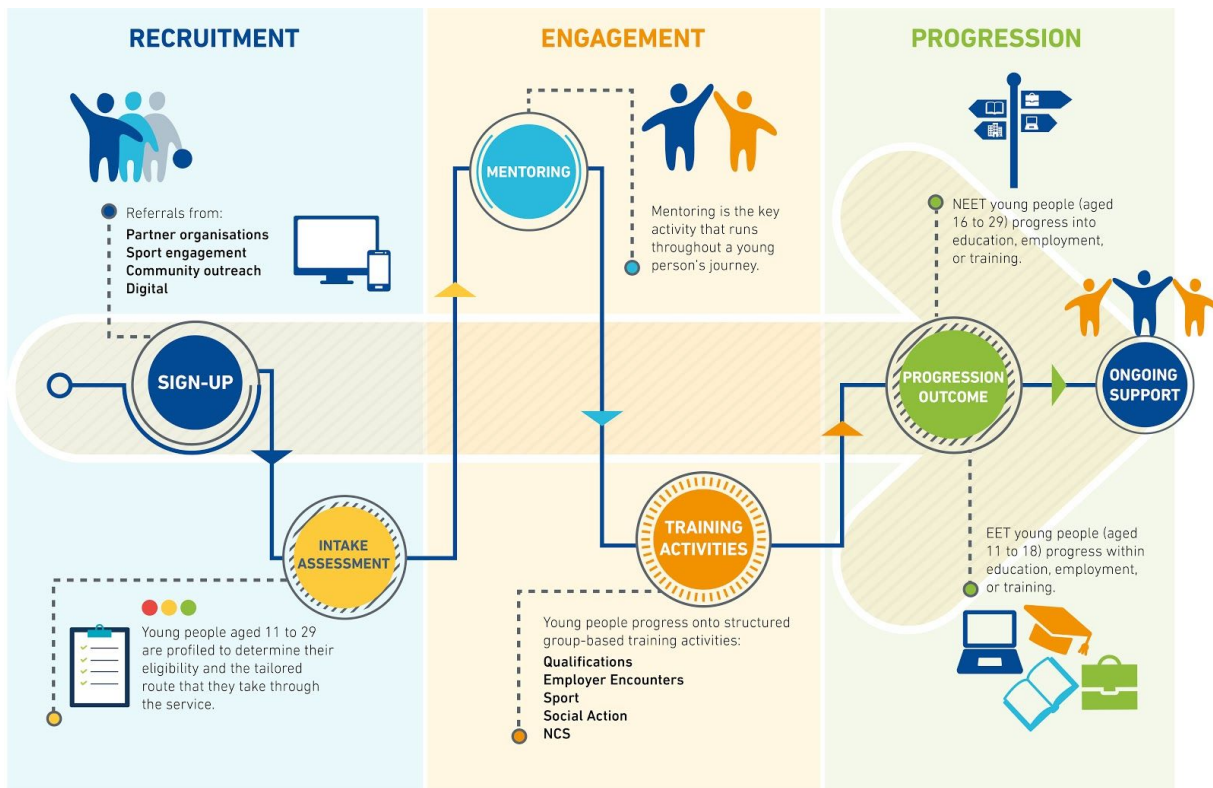
Our sports-themed personal development services are designed to bring out the best in young people by providing them with high-quality sessions, mentoring, and guidance.

### Our Impact



Please see our 2020 Impact Report here: <https://sport4life.org.uk/our-mission/our-impact/>

## Our Model



You can also see a video infographic of our delivery model here:

<https://www.youtube.com/watch?v=j1JL883qGRI>

## Video of Our Work



You can watch a video of our work here: <https://youtu.be/LBOsiEEN0KM>

### ***Our Strategy***

Please see our 2020 Strategy here:

<https://sport4life.org.uk/wp-content/uploads/2020/08/S4L-Strategic-Document-2020.pdf>

### ***Volunteering with Us***

S4L is a great organisation to volunteer for. We are a progressive, dynamic and forward thinking organisation with a very clear and ambitious strategy for our future. Belief and trust in our team is one of our central values (see below), and we strive to create a positive, progressive and transparent team culture.

Please see the role description and person specification for this trustee role below.

## Role Description & Person Specification

### Role Description

The Employment & Skills Trustee will support the Board to oversee the organisation's role within the employment and skills sector. All trustees are also jointly responsible for the overall governance and administration of the charity.

The role will support the executive team in developing its impact management, its research and insights work, and evidence the change it makes with young people - to ensure reliability and validity.

The Employment & Skills Trustee is accountable to the Board.

The Employment & Skills Trustee should adhere to the role description of a trustee / director and in addition has the following responsibilities:

Main responsibilities and duties:

- Liaising, where applicable, with the Head of Operations & Contracts and Head of Research & Impact on employment, employability, skills, research and impact related matters.
- Supporting the Board to monitor the organisation's positioning within, and contribution to, the employment and skills sector and market.
- Ensuring close working relationships with relevant committees of the Board.
- Developing the research and insights management within the organisation
- Developing the impact management with the organisation, ensuring that outcomes and impact are appropriately evidenced and validated
- Supporting the M&E systems as part of impact management to ensure a data-rich, evidence-led and insights-informed approach to the organisation's Theory of Change and customer journey pathway
- Act as communications spokesperson on behalf of the board, when required.
- Be an active champion of S4L.

### Person Specification

#### *General*

- Understanding of S4L's operating environment and the key governance requirements for board members

#### *Strategic Leadership*

- Ability to analyse the environment, set and prioritise objectives
- Ability to make own views known and make decisions in a group environment and in line with strategic objectives

### *Communication*

- Ability to listen intently, carefully and objectively
- Ability to convey ideas, information and opinion clearly and concisely

### *Teamworking*

- Supportive of the chair, fellow board members and the Executive Team
- Ability to challenge the views of others appropriately
- Ability to build relationships with a wide range of stakeholders



## Values

S4L operates a values-led recruitment for all trustees/directors and staff, based on our set of values. These are:

### 1. All that we do is focused on **changing** the **lives** of young people

We are committed to empowering and inspiring young people to unlock their true potential through our sports-themed personal development programmes. We embrace diversity, offer unconditional support, and provide tangible opportunities for them to make a positive change in their lives.

### 2. We are a **team**

Our staff are proud to work for Sport 4 Life and be part of its family. We are loyal, honest, transparent and trust each other. We are united in working to achieve the organisation's vision and mission.

### 3. **Quality** runs through the core of the organisation

Our youth-led, bottom-up approach ensured the standard of our services are of the highest calibre and successfully address the needs of our young people. We have invested heavily in our ability to evidence our impact effectively to partners and stakeholders. We are professional, and have strong governance, structures, policies and processes in place.

### 4. We do not stand still - we're a **progressive** organisation

We are a forward-thinking, dynamic organisation which operates both proactively and responsively. We push through and break down barriers so we can always go above and beyond for our young people.

## How To Apply

If you're interested in applying, you should send a CV and a cover letter explaining what interests you about Sport 4 Life UK and how you could contribute to the organisation to: [tom@sport4life.org.uk](mailto:tom@sport4life.org.uk) by **Friday 11th September 2020**.

Shortlisted candidates will be invited to an informal interview (w/c 28th September 2020). For more details or to discuss this Trustee vacancy, please feel free to contact Sport 4 Life UK on 0121 456 1818 or by emailing [tom@sport4life.org.uk](mailto:tom@sport4life.org.uk)

Following the appointment of the successful candidate, a full background check and induction will take place, in line with Sport 4 Life UK's policies and procedures.

## More information on Sport 4 Life UK

Website: [www.sport4life.org.uk](http://www.sport4life.org.uk)

Twitter: @Sport4LifeUK

Impact Report: <https://sport4life.org.uk/our-mission/our-impact/>