**Youth 2000**

**Evangelising the Nations**

 **Rebuilding the Church**

**Transforming Society into a Civilisation of Love**

**Trustee Candidate Information Pack**

**Charity number: 1000371**

|  |  |
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| Contents Page  | 1 |
| Welcome Letter from the Chair  | 2 |
| Background Information and Reading | 3-5 |
| Trustee Role and Person Specification | 6-9 |
| Trustee Application form | 10-13 |
| Trustee Guidance Notes | 14-15 |

[www.youth2000.org](http://www.youth2000.org)

**Welcome letter from the Chair**

On behalf of the Board of Trustees, thank you for your interest in applying to be a trustee of Youth 2000. Having completed our strategic review process (2018-2019), we employed an interim CEO (May 2019-May 2020) for 12 months and now since April 2020 we have a young talented staff team in place consisting of Annabel Ward, our national director, Jade Broadley, head of operations (and safeguarding lead), and more recently Liam Riley our office and communications coordinator. They are ably assisted by two contractors, Fred Morton, our events contractor and Daisy Vanderputt, our worship school coordinator. In partnership with a 50 plus mission team, they are leading our mission through uncertain times with innovation, great success and demonstrable impact. This is an exciting time to be joining the team as we move forward with a renewed vision, purpose and mission.

Now, more than ever, we believe young people need urgently to hear that they are loved, chosen and called by God into relationship with Him - Father, Son and Holy Spirit - through the life, death, and resurrection of Jesus Christ.

As we at Youth 2000 seek to reach this new generation of young people with this timeless good news, we are looking for a diverse team of skilled, experienced and dedicated trustees to provide excellent governance and non-executive leadership in order to work effectively with the national director in order to release the latent potential which lies at the heart of our mission by leading our staff and volunteers into this new and exciting phase of our mission.

Having completed a comprehensive strategic review, carried out a restructuring and putting in place important back office infrastructure as well as effective policies and procedures but most importantly a great culture, we now have ambitious plans which we believe are a vital part of God’s plan to rebuild the Catholic Church and revitalise its mission to our nation. In the next exciting chapter of our history, we are seeking to embrace new partnerships to equip young people to become missionary disciples and raise up exceptional leaders for the Church and wider society.

We are at a pivotal point in our journey which provides an opportunity for the successful candidates to help us to move forward with our strategic plan and grow the mission and work of Youth 2000.

We believe that greater things are yet to come and greater things are still to be done.

If you are considering making an application, please talk to us informally before submitting a formal application. Each application once received will be considered on a case by case basis. The current recruitment window for submitting an application closes on 31 March 2021.

To discuss your application informally and/or to send the completed application please contact us via: trustees@youth2000.org

Robert Toone

Chair of Trustees

Youth 2000

**Background Information**

**Who are we?**

Youth 2000 is an international spiritual initiative established to draw young people to a deep and lasting union with Jesus Christ, placing the Eucharist “the source and summit of the Christian life” at the centre of its mission.

It was founded in 1990, by a young English man named Ernest Williams who was inspired by John Paul II when he appealed to young people to build “a civilisation of love” during World Youth Day in 1989 at Santiago de Compostela.

The centre of Youth 2000’s mission is a retreat experience which seeks to initiate and deepen young people’s love for Jesus through devotion to the Eucharist (through Mass and Adoration) and encourages a devotion to Mary, especially through the Rosary. Young people are also introduced to the life transforming love and power of the Holy Spirit and the heart of their loving Father. As well as encouraging young people to benefit from the Sacrament of Reconciliation, Youth 2000 also inspires individuals to develop their love and knowledge of the Scriptures and the teachings of the Church.

What is also central to ministry of Youth 2000 is that its events are “hosted by young people for young people” and this method of peer to peer ministry, where young people bear witness to and serve their own age group, both in word and action, lies at the heart of its success. There is also the opportunity to hear vibrant talks, testimonies and make friends in a relaxed atmosphere where social and fun times are an integral part of every event.

The success of this model of ministry is manifest when we consider the international as well as the national picture. Not only has Youth 2000 been established in the USA, Germany, Ireland and France but it has also hosted events in over 40 countries across the world and with a strong presence at World Youth Days.

Many young people, both in the UK and beyond, attribute an encounter with Jesus and the Church at Youth 2000 as a major factor in their discernment of a vocation to the priesthood, religious life or married life. Youth 2000 also enjoys widespread support among the bishops, clergy and religious communities.

In the year ending July 2020,

against a target of reaching 1900 young people within the age range, Youth 2000 has despite the COVID-19 restrictions reached a total of 1500. This has been achieved through a combination of real life and online engagement. In addition, we have also attracted an additional 1000 people outside of the age range, a third of which are teenagers under 16;

against a very ambitious target of having 200 young people in Mission Training and 80 attending Festival Builders events set out in the original application, Youth 2000 currently has 112 signed up for mission of which 50 regularly attend weekly events online and have done so for the past 3 months;

against an ambitious target of 25 leaders, we currently have around 30 young people leading in some capacity. Approximately 50% of these young people are very strong leaders the other 50% are in training and are receiving this through participating in Anchored and being small group hosts and helpers on Alpha.

**Our vision is that**

*Through the power of the Holy Spirit,*

*Youth 2000 seeks to raise up a new generation of saints*

*to evangelise the nations*

**Our mission is for every young person**

***To be***

***Connected*** *to friends*

***Committed*** *to Christ and His Church*

***Commissioned*** *for the Mission*

***Set on fire*** *with the Holy Spirit*

**What we hope to see**

*Young people set on fire with the Holy Spirit, devoted to the Eucharist and Mary,*

*who invite their generation into relationship with Jesus Christ,*

*rebuild the Church, and transform society into a civilisation of love*

**Our Core Values**

**Youth 2000 exists to evangelise**

**(we) focus on the first timer**

**(our events are hosted) by young people for young people**

**(we) keep everyone safe**

**(we) believe the impossible is possible**

**+ All for Jesus through Mary**

**Our Leadership Values**

**(we are) Invitational**

**(we seek) Humility**

**(we live) Generosity**

**(we pursue) Excellence**

**Our Aspirational Values**

**Sustainability (Less is more)**

**Spiritual Multiplication (1x2=2x2=4x2=8)**

**Permission to innovate (What a great idea!)**

**Inclusion (Belong, believe, behave)**

**Background reading**

For further information about our work please visit our website. Please also write to us to request a copy/link to the following documents:

• The Trustee Recruitment Policy;

• The Vision Document and the amended Strategic Plan

• Catholic Youth Ministry – A Brief Overview

• The latest accounts of the charity;

• Charity Commission Publication CC3- ‘Responsibilities of Charity Trustees’;

• The charity’s governing document;

• Five Dysfunctions of a Team – Patrick Lencioni

• The Ideal Team Player – Patrick Lencioni

• The Advantage – Patrick Lencioni

Summary of The Advantage including 5 Dysfunctions of a Team and The Ideal Team player: [Click to watch](https://www.youtube.com/watch?v=cIGLI3eWfsc)

Patrick Lencioni talks to church leaders. He tells us that people are more hurt by working in the Church by any other organisation because people don't do good conflict around ideas (The best idea wins) - they ignore people's ideas rather than telling them they are not good and giving them the reasons - this leads those people to think that they are not valued and part of the team - they get hurt and leave. So the message is - conflict based on trust (of course) is good and means people do not get hurt: [Click to watch](https://www.youtube.com/watch?v=EQyLMvivW2s)

**TRUSTEE ROLE AND PERSON SPECIFICATION**

***Through the power of the Holy Spirit, Youth 2000 seeks to raise up a new generation of saints to evangelise the nations.***

*Youth 2000 is an international spiritual initiative established to draw young people to a deep and lasting union with Jesus Christ, placing the Eucharist – “the source and summit of the Christian life” – at the centre of its mission.*

**Background information**

To enable our growth, we are seeking between 3 and 6 new trustees to join our board who have the skillsets outlined below.

In June 2017, current trustees of Youth 2000 (Robert Toone, Hannah Vaughan-Spruce, Quique Requerro) initiated a strategic review of the organisation, prompted by a desire to increase the extent of the positive impact of Youth 2000 across the country and to address certain issues, including sustainability of the mission. The resulting vision and strategic plan can be viewed [here](https://docs.wixstatic.com/ugd/f19a11_9ead4e63a86e48d1a590c9da1c56aea6.pdf). While Youth 2000 has changed the lives of thousands of young people in the UK during its 30 years of existence, now with a renewed focus on mission and a new operational structure we are seeking board members with expertise that will help us build on Youth 2000’s successes.

We are seeking to establish a strong board of 5-7 people. We are seeking people who have a good understanding of, strong commitment to and deep empathy for the charism and mission of Youth 2000 and a conviction of its importance in the life of the Church and for the good of our wider society and the common good and who support our vision to raise up a new generation of saints to evangelise the nations.

**We are particularly seeking people**

* with safeguarding expertise and experience willing to support our safeguarding lead by becoming the designated safeguarding trustee
* experienced in working with young people and/or who have knowledge of young adult culture and the issues facing them today, e.g. mental health, drugs, self-harm etc.
* who can support and strengthen our fundraising strategy with networks, experience and expertise
* with media experience and in particular digital media
* with marketing and communications expertise including the use of social media
* with experience of successfully scaling up and expanding organisations
* with operational change and growth skills
* with impact measurement, monitoring and evaluation skills

**However, we are also seeking people**

* with strategic planning skills
* with financial management expertise
* with human resources and performance management experience
* with coaching and mentoring experience
* with personal and professional development experience
* with legal and regulatory experience and expertise

**Time Commitment**

At this time of growth and change, the time commitment for trustees is roughly:

* Four trustee meetings per year. These are held at mutually convenient times, currently during office hours. They typically last 90 -120 minutes and are conducted online with pre-reading of 60 minutes.
* Strategy away day every 12 months.
* Additional work needed to lead or contribute to piece of work in advance of trustee meeting.
* The term of office for a trustee is limited to 3 years which is extendable by arrangement and with the agreement of the board for a further 2 years.

In total, we anticipate that the role will require you to devote approximately 12-16 hours per quarter, some of which will be remote working and virtual meetings and other times meeting currently conducted online. This excludes any time attending Youth 2000 events which we encourage.

**Skills requirements**

As a trustee you are responsible for the governance and strategy of the organisation. We understand governance as, “the systems and processes concerned with ensuring the overall direction, effectiveness, supervision and overall accountability of an organisation” (*The Governance of Voluntary Organisations*, Cornforth 2003). You will be an accomplished leader with analytical skills and an understanding of what makes good governance. Your values should resonate with ours (see our [vision document](https://docs.wixstatic.com/ugd/f19a11_9ead4e63a86e48d1a590c9da1c56aea6.pdf) for a list of Youth 2000’s values). In particular, we are looking for individuals who are skilled and experienced in the following areas:

1. Safeguarding
2. Fundraising
3. Media and in particular digital media
4. Marketing and communications
5. Organisational growth and change
6. Impact measurement and monitoring and evaluation

**Responsibilities**

* To attend initial trustee induction (NCVO), to be fully briefed on Youth 2000’s trustee induction materials, and ensure you are up-to-date in your understanding of what makes good charity governance
* To be accountable and responsible for defining the vision, charism, mission and values of Youth 2000
* To ensure strategic plan presented by National Director is aligned to vision, charism and overall strategy of Youth 2000, and to evaluate performance against agreed targets, thinking widely and achieving good balance between support and challenge
* To approve budget and ensure the financial stability of Youth 2000
* To take personal and collective responsibility as a trustee to ensure that the organisation is safeguarding young people and comply with the organisation’s safeguarding policy
* To appoint new trustees and key staff
* To be accountable for ensuring that Youth 2000 complies with charity law and any other relevant legislation or regulations and pursues its charitable objects in accordance with accepted standards of best practice
* To attend Board meetings and participate fully, considering the views of others, and act in the best interests of Youth 2000, and uphold all Board and Committee decisions
* To be accountable for and contribute actively towards the fundraising objectives of Youth 2000, willing to contribute financially to its mission and to lend networks and experience
* To ensure Youth 2000 uses its resources exclusively in pursuance of its objects
* To ensure strict confidentiality of all governance matters
* To act as a faithful advocate and representative of Youth 2000 at all times
* To pray for the organisation, the staff and service users, as it seeks to achieve its mission

**The appointee for this role will bring some or all of the following:**

* A significant level of experience in any of the areas listed under skill requirements above
* Experience of working with Youth 2000’s target audience – young people aged 18-24
* An understanding of charity governance

**Personal Attributes**

* By reason of the nature and context of the work of Youth 2000 and the trustee role, the trustee role is subject to the requirement that the holder must be a practising Christian under part 1 of Schedule 9 of the Equality Act 2010.
* A clear and demonstrable Christian commitment
* A good understanding of, strong commitment to and deep empathy for the charism and mission of Youth 2000 and a conviction of its importance in the life of the Church and for the good of our wider society and the common good
* A proven track record of working at a relevant level, with an ability to provide sound governance and the ability to provide clear oversight and objective judgement as a non-executive
* Strong communication, networking and interpersonal skills with the confidence and style to represent the charity at all levels
* Commitment and ability to devote sufficient time to Youth 2000 and the role

**Expectations**

In order to ensure that the board of trustees functions well each trustee

* must act with love, integrity, honesty, openness and respect towards each other and others in Youth 2000 at all times and take a real and genuine personal interest in and care for each other and particularly the staff and volunteer team of Youth 2000
* must also want to pray for the mission of Youth 2000 on a regular basis and also in particular to pray with their fellow trustees and others involved in Youth 2000, for example, at the beginning of meetings or during events and particularly before any major decision is taken.
* must want to support the mission of Youth 2000 financially, as their means allow, and to act at all times as an effective ambassador for its work.
* will also attend at least one Youth 2000 event per year.
* will be given access to NCVO and other online resources which Youth 2000 subscribe to and encouraged to develop their knowledge of the current developments in the charity sector.
* will be encouraged to pair up with a “mentor” trustee in another charity in order to benefit from their experience and advice.
* will be encouraged to meet all together at least once or twice a year for a social occasion in order to build relationships.
* will benefit from guidance and coaching to be taken from appropriately qualified third party consultants/organisations and in particular the tools for good governance will be adopted unless a better option is found.
* will have regular meetings/calls with the Chair (and/or Vice Chair when appointed) in order to express any informal feedback.
* will be expected to prepare well for each meeting by reading all materials sent in advance and by carrying out any agreed tasks by the agreed date.
* must voice any dissenting opinion they hold at least 3 times during a meeting. If the decision is taken against the advice/opinion of that trustee, the trustee must either fully support the decision or resign.

**Expenses**

Youth 2000 does not remunerate trustees, but we will reimburse any expenses which you incur while fulfilling your duties e.g. travel expenses.

**TRUSTEE APPLICATION FORM**

|  |  |
| --- | --- |
| Name |  |
| Occupation |  |
| Membership of professional Organisation  |  |
| Which of the following skills or experience could you bring to the Board? | Please indicate against each relevant area if this is your Principle skill, by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’. |
|  | P/S |  | P/S |
| Human Resources |  | Business Management |  |
| Financial / Accounting |  | Marketing / P.R. |  |
| Fundraising |  | Evangelisation/Formation |  |
| Legal/Regulatory |  | Young adult culture |  |
|  | Safeguarding |  | Charism and Mission of Youth 2000 |  |
|  | Mental Health  |  | Media/Social Media/ Communications |  |
|  | Scaling up organisations |  | Coaching/Mentoring |  |
|  | Impact measurement and data evaluation |  | Performance management |  |
|  | Personal/Professional Development |  | Other |  |

**The Person Specification outlines some of the key skills we seek in a potential Trustee. Please indicate against each of the following broad categories how you think your own skills and experience would enable you to fulfill the role of a Trustee as described in the Role Description. You may also choose to enclose a CV with this application. Please provide this information in a word processed “soft” document and feel free to expand the space allocated.**

|  |  |
| --- | --- |
| **Key requirements** | **Narrative** |
| 1. Understanding of, commitment to and empathy for the charism and mission of Youth 2000
 |  |
| 1. Interpersonal skills
 |  |
| 1. Teamwork
 |  |
| 1. Communication
 |  |
| 1. Drive and determination
 |  |
| 1. Strategic perspective
 |  |
| 1. Intellectual and technical ability
 |  |
| 1. Leadership
 |  |
| 1. Experience
 |  |
| 1. Circumstances
 |  |
| 1. Equal
* Opportunities
 |  |

|  |
| --- |
| Why do you wish to become a Trustee for our organisation? |

Personal Contact details

|  |  |
| --- | --- |
| Home Address |  Post Code |
| Telephone | Home |  | Mobile |  |
|  | Work |  |  |
| E-mail |  |
| Preferred means of contact  |  |

 Please give details of two people who would be willing to provide a reference

|  |  |
| --- | --- |
| Name | Name |
| Occupation | Occupation |
| Address Post Code | Address Post Code |
| Tel | Tel |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

We will ensure any declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

I agree that Youth 2000 has the right to validate any of the information provided.

**DECLARATION OF ELIGIBILITY TO BECOME A CHARITABLE TRUSTEE**

Please fill out the 3 declarations set out at the appendix of the Trustee Recruitment Policy Document

The information supplied in this application form is true and accurate to the best of my knowledge.

Signed ………………………………………………………………………………….

Date ……………………………………

**To discuss your application informally and/or to send the completed application please contact us via:**

**trustees@youth2000.org**

**TRUSTEE RECRUITMENT GUIDANCE NOTES**

These notes are intended to provide you with guidance on completing your application form.

**General**Application forms must be completed in full by answering each question. You may if you wish use your Curricula Vitae to support the information in your form. Please reference clearly which areas of your Curricula Vitae is being used to support any given question.

Your form must be completed in Black Ink to facilitate copying. In the interests of theEconomy, we will only communicate further with short-listed applicants. If you have notbeen contacted within 28 days of the closing date, you should assume that your applicationhas been unsuccessful. If you would like a comprehensive reason about our decision pleases write and we will either arrange a phone call or answer you in writing.

**Role Description**This will explain in detail exactly what the role you are applying for involves. It will include the

positions basic functions, key responsibilities/accountabilities and reporting relationships.

**Person Specification**

The person specification is the key document in the selection process and clearly indicateswhich criteria will be used to shortlist from the application form. It will also indicate at whichstage of the selection process other criteria will be used.

**Completing your Application**

Take care to ensure thatadditional sheet have your name and position applied for on and that they are securelyattached to your application form. Remember to sign, date and take a copy of your completedapplication form before returning it by the specified closing date.

**Declaration and Signature**

Please make sure that you read your form carefully and that all details are correct andcomplete. A false declaration or omission in support of your application will disqualify you fromappointment. If you are successful, and false declarations or omissions are subsequentlydiscovered, this is likely to lead to your dismissal from the trustee opportunity.

**Data Handling**

We will ensure any declaration forms are handled and processed in accordance with duties under the General Data Protection Regulation (GDPR).

**Trustee Application Process**

Prospective applicants are encouraged to have some engagement with the team before submitting a formal application. This could include some informal discussion with SLT. This allows both sides to understand more about the fit of the potential trustee with Youth 2000.

The process will be as follows:

* Formal application (application form, CV and covering letter).
* Interview.
* Applicants who appear suitable will have opportunity to join a board meeting.
* Full board decision communicated to interviewed candidates as soon as possible. If requested by an applicant, feedback will be given.

Short-listing for interview shall be based solely on the information contained in the application form, CV and covering letter and applicants who, in the opinion of the selection panel, best meet the essential requirements of the person specification will be selected to meet with the selection panel. Disabled applicants who meet the minimum essential criteria will be guaranteed an interview.

A full induction process will follow successful appointment. Applicants will be required to provide 2 referees and undertake an enhanced DBS check, as well as other eligibility checks set out in the Trustee Recruitment Policy.

**References**

References are usually requested automatically for all interviewed applicants, so you will needto indicate on your application form if you do not wish your referees to be contacted prior tointerview.

Both referees should be willing to comment on your suitability for the position of Trustee.When you are completing the reference section in the application form, you must indicate howthe referee is connected to you. No appointment will be confirmed without satisfactory references.

**Disclosure Check**

If successful and you have decided to accepted the role you may then be asked to apply for an enhanced DBS check.

**Bankruptcy and Other Disqualification Checks**

Prior to notifying new Trustees details to Companies House, it is necessary to undertake aBankruptcy and others disqualification searches on the individual as set out in the Trustee Recruitment Policy. The search is conducted by H.M. Land Registry in theindex to the registers which are kept pursuant to the Land Charge’s Act 1972, the records of the Charity Commission and other regulatory registers.

Thank you for your interest in becoming a trustee. We wish you every success in your application.