

## Chairperson Recruitment Pack

YouthBorders are looking to appoint a new Chairperson who can approach the role with a clarity of purpose, leadership, and commitment. You should have highly developed influencing, communication, and interpersonal skills. You should have, or should be willing to develop, a good understanding of youth work, its values and culture. This is a voluntary role; the position enables our skilled and competent staff team who are led by a full time Chief Officer to deliver our services and further our strategic plan.

### About YouthBorders

[YouthBorders](#) is the network of voluntary and community-based youth organisations in the Scottish Borders, supporting and promoting good quality youth work. Our vision is of a youth work sector which is connected, collaborative, respected and recognised; working together to improve the lives of young people in the Scottish Borders.

As a [registered charity](#) YouthBorders supports the advancement of citizenship and community development by supporting voluntary and community-based youth organisations in the Scottish Borders. We also support the advancement of education of adults and young people.

- YouthBorders facilitates networking opportunities, events and provide information for voluntary and community-based youth organisations, their volunteers, trustees, youth workers and other partners in the community.
- YouthBorders supports organisations through the provision of a comprehensive support package for voluntary and community-based youth organisations which involves PVG support, insurance, general support and advice.
- YouthBorders actively promotes setting up new groups in the community that will benefit young people.
- YouthBorders provides support and training for adults who work with young people in voluntary and community-based youth organisations and partner organisations in the Scottish Borders.
- YouthBorders provides opportunities for young people to engage in learning opportunities to develop themselves as youth work practitioners or in other leadership roles.

You can find out more about our organisation and our current strategic plan by visiting [www.youthborders.org.uk](http://www.youthborders.org.uk)



## Role Purpose

Our Chairperson should be able to act as a credible and 'visible' leader of the YouthBorders Board and to support our Chief Officer to implement our current strategic plan and develop any future plans. Our Chairperson will have experience of leading a committee, governing a third sector organisation, and enabling trustees to make robust decisions. We seek an individual with exceptional communication and listening skills who will quickly gain the confidence of the Board and who will connect effectively with our four employees. We expect that you will come to YouthBorders with a good understanding of the voluntary sector, as well as the legal duties, responsibilities and liabilities of trusteeship; and that you would have a willingness to grow into this role learning from our staff, trustees and members.

## Role Description and Voluntary Time Commitment

This is a voluntary role and we seek someone who can commit the necessary time to carry out the duties of the role effectively. Our current Chairperson volunteers approximately 10 hours per month to the role. All trustees of YouthBorders are asked to commit to a three year term of service, and all trustees can serve for a maximum of six years. Our current board is comprised of two member trustees, six co-opted trustees, and one non-voting advisor to the board.

### Duties (Internal)

- To lead the board of trustees as the meeting Chairperson, and to work with the Chief Officer to set the agenda of board meetings which take place 6-weekly.
- To line manage the Chief Officer of YouthBorders and to take the lead, on behalf of the board of trustees for engaging the employees of YouthBorders.
- To drive forward the aims, vision, and ambitions of the YouthBorders Strategic Plan, working cooperatively with our Chief Officer.
- To chair and provide facilitative leadership to meetings of the Scottish Borders Strategic Youth Work Partnership, which take place twice each year.
- To work as a member of the Board Executive (alongside Vice Chair and Treasurer) with our Chief Officer to prepare the annual budget, identify organisational risks, and manage HR or other confidential matters.
- To be willing to act in accordance with our written policies and procedures where there is specific mention of the role of the Chairperson e.g. Child Protection, Grievance, Disciplinary etc.
- To become familiar with the work of our network members and to be willing to attend or chair network events to build relationships.

### Duties (External)

- To represent YouthBorders in a range of contexts locally, regionally, and nationally, building positive working relationships with stakeholders including the local authority, funders, and other strategic partners.
- To attend and represent YouthBorders at the Youth Scotland Area Association Chairs Network (twice each year).
- To engage with local, regional, and national opportunities where you can lobby, champion and advocate for youth work and YouthBorders – with decision-makers and elected officials.
- To be aware of with emerging policy areas and strategic developments locally, regionally, and nationally which will impact on YouthBorders and our network.
- To undertake any training which would enable you to grow and develop as our Chairperson.



## Person Specification

### Knowledge and experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Experience of operating at a senior or strategic level in any relevant sector.</li> <li>• A track record of motivating and leading teams to deliver strategic objectives.</li> <li>• Experience of being a trustee or director of a charity or limited company.</li> <li>• Experience of working effectively with a wide range of stakeholders, for example: national and local politicians, government bodies, partner organisations, members, and staff.</li> </ul>	<ul style="list-style-type: none"> <li>• A strong appreciation of youth work, particularly within the voluntary sector; or a willingness to develop this.</li> <li>• Experience of being Chairperson of a charity or limited company.</li> <li>• Knowledge of youth work and the issues impacting on the sustainability of the sector.</li> <li>• Knowledge and understanding of the YouthBorders vision and values, the needs of our network and the wider community.</li> <li>• Knowledge of the Scottish Borders, its communities, people and context; or willingness to develop this knowledge.</li> </ul>

### Skills and abilities

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent verbal, written communication, presentation, and interpersonal skills.</li> <li>• Strong negotiating and influencing expertise, able to work intuitively and liaise effectively with a wide range of stakeholders and audiences.</li> <li>• Acts with a high level of personal integrity and honesty, acting fairly, and impartially at all times.</li> <li>• Operates with tact and diplomacy; able to listen and hear the nuance of differing perspectives, to involve others in decision making and be decisive when needed.</li> <li>• Commitment to support the organisation's vision and values, and strategic objectives, taking the time needed to understand the work of the organisation.</li> <li>• Able to make sound judgements, bring independence and objectivity to decision making.</li> <li>• Ability to chair meetings effectively, encourages debate but able to stick to the agenda and keep the board focused on the task with an appropriate level of detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Has entrepreneurial flair and strong financial reasoning, brings commercial acumen to the role and an ability to assess risk and promote risk awareness.</li> <li>• Able to evaluate own performance and appraise the performance of others.</li> <li>• Ability and confidence to constructively critique and challenge.</li> <li>• Ability to manage change and lead innovation.</li> </ul>



## Personal behaviour and style

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• A strong leader who will lead by example.</li><li>• Personal and professional credibility that will command confidence at all levels across a wide range of stakeholders.</li><li>• Undertakes learning and development and promotes this with the board, the staff team and the organisation as a whole.</li><li>• Demonstrates a strong commitment to equality and diversity, and the rights of children and young people.</li><li>• Committed to the values of accountability, openness and transparency.</li><li>• Has the time and energy needed to discharge the responsibilities of the post.</li><li>• Is well organised, manages time well and able to deal with multiple demands.</li><li>• Can distinguish between and maintain the clarity of roles of Chairperson and Chief Officer.</li></ul>	<ul style="list-style-type: none"><li>• Able to create a culture of collective responsibility, encouraging debate and consensual decision making.</li><li>• Passionate about the transformational impact of youth work to change young people's lives.</li></ul>

## Other Requirements

- Membership to the PVG (Protection of Vulnerable Groups) Scheme – regulated role as a trustee of a children's charity.
- IT skills appropriate to the tasks involved in this role, but specifically to communicate with the Chief Officer and fellow trustees by email and video call.
- Willingness to travel when required (expenses will be reimbursed)



## Recruitment Process

### Informal Enquiries

If reading this role description and person specification you believe that you could be our new Chairperson we would love to hear from you. For further information about YouthBorders and this exciting and challenging role please contact our Chief Officer, Susan Hunter. Our outgoing Chairperson has served the Board of YouthBorders for six years and is available for interested candidates to share his experience of the role. Please email: [susan@youthborders.org.uk](mailto:susan@youthborders.org.uk) or call 07725 075 458 for all enquiries related to this role.

### Application Form

YouthBorders will welcome applications from applicants of all backgrounds. We ask that applications are made using our [Application Form](#).

### Selection Process

An appointment group, designated by the board of trustees, has been formed and will manage the recruitment and selection process. Applicants will be invited to meet with the appointment group for an informal interview in early April.

### Dates/Deadlines

Advertisement of the opportunity: 17<sup>th</sup> February to 31<sup>st</sup> March 2021

Closing date for applications: 31<sup>st</sup> March 2021 at 5pm

Selection process (reviewing applications and informal interviews) will take place during the week commencing 5<sup>th</sup> April 2021.

Recommendation of Appointment made to the board of trustees: 22<sup>nd</sup> April 2021



YouthBorders is a Company Ltd by Guarantee with Charitable Status: SC313338. Scottish Charity Number: SC037680.

**Address:** Langlee Complex, Marigold Drive, Galashiels, TD1 2LP.

**Phone:** 01896 808968 **Email:** [info@youthborders.org.uk](mailto:info@youthborders.org.uk) **Web:** [www.youthborders.org.uk](http://www.youthborders.org.uk)

**Instagram:** Youth.Borders **Twitter:** @YouthBorders **Facebook:** facebook.com/YouthBorders

