



BECOME A TRUSTEE AT

**OFF THE
RECORD**

TRUSTEE APPLICANT PACK

Introduction by our outgoing Chair

Thank you so much for your interest in volunteering with Off the Record Bath and North East Somerset. (OTR BaNES). This applicant pack aims to give you more insight into the role of being a trustee with OTR and the types of roles that we are looking to fill.

OTR is seeking 3 volunteer trustees to join us at an exciting time of development for the charity. We are looking for trustees who have some specific experience or expertise in one or more of the following areas:

- Chair & Leadership
- Counselling and Listening Services for Young People
- Business Engagement and Local Networking

OTR has a clear five-year strategy that seeks to reach out to more young people, and those that need us most. So, we're seeking to strengthen our expertise on the Board to help us achieve this. If you think you might be up for helping us to see young people in BaNES grow in confidence and to be empowered in themselves, creating an equitable environment where all can thrive, then we would love to hear from you.

You will be joining an active and supportive team of trustees at an exciting time for our well established and highly regarded charity. The role will be challenging at times but very rewarding. It will provide invaluable experience and the opportunity to make a real difference to the lives of young people. We meet as a Board six times a year, plus some additional meetings for any subgroups and other trustee activities. We'll provide you with a full and thorough induction, and give you the chance to meet staff, volunteers and most importantly the young people we serve.

In this pack, you will find more details about each trustee role, and specifics about the sort of people we are looking for.

I am stepping down as a Trustee and from the Chair role in early 2025, so we are keen to ensure that we can refresh and strengthen the Board, including a new Chair, through this recruitment process.

If you are interested any of the roles, or unsure which one might be for you, feel free to reach out to our Chief Executive Officer, Phil for an informal discussion. We look forward to hearing from you.

Mark Ames, Chair of Trustees





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Who are we?

Off the Record Bath and North East Somerset (OTR) is a charity dedicated to improving the lives of young people aged 10-25 in Bath and North East Somerset (BaNES). We support over 2000 young people every year. We want every young person in BaNES and beyond to be emotionally healthy, confident and empowered in themselves.



We provide a range of free services for anyone aged 10-25 living, working or studying in BaNES, including counselling, listening support, social prescribing, youth participation, advocacy, support for care leavers and a LGBTQ+ focused youth group.

The organisation lives and breathes its values: equity, empowering, person centred and collaborating.

The Future

We have strategic goals agreed for the next five years that recognise the significant increase in need for our services, our referrals have increased by 40% in recent years, and focus on the local young people who need us most. We are looking to develop a strong and diverse Board of Trustees who can help effectively steer the organisation to achieve these objectives.

The role of a Trustee

The trustees have ultimate responsibility for directing the affairs of the charity and ensuring that it is financially stable and well-run. Our trustees have a range of expertise, and they're all passionate about improving outcomes for local young people. They currently meet six times a year for two-hour evening meetings, some online and others in central Bath, as well as one 'away day'.

Being a trustee is greatly rewarding and will develop your skills and experience. We will offer a full induction programme, including mentoring from another trustee. The role of trustee is voluntary so you will not be paid, but we will cover your expenses. For more information see our [website](#).



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WHAT ARE WE LOOKING FOR IN A TRUSTEE?

Individuals are sought who have a strong empathy with our mission. A strong interest in the health and wellbeing of children and young people as well as the motivation to make a difference to their lives combined with an understanding of our work and ambitions is essential.

General knowledge, skills, attitude and behaviours



- Commitment to the organisation's values and to building a more equitable and inclusive world.
- An ability to work effectively in a team
- Willingness to speak openly and honestly
- Willingness to devote the necessary time and effort
- Preparedness to make recommendations to the board
- Good, independent judgement and strategic vision

Improving the diversity of the Board

We welcome candidates for the trustee roles from all backgrounds, but we will prioritise those who will help us to continue to diversify the team.

We are particularly keen to appoint trustees with lived experience that reflects an aspect of the lives of the young people we serve and aspire to serve. Our new strategy has identified young people from socially and economically deprived backgrounds, boys and young men and also young people of colour as currently being underserved.

We are committed to creating an equitable environment where all can thrive. We will ensure that the recruitment process and decision making has representation of both age and other forms of diversity.



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TRUSTEE (CHAIR)

The purpose of the role:

The Chair will hold the Board of Trustees and Chief Executive Officer to account for ensuring Off the Record is delivering on its Charitable Aim of improving the emotional health and wellbeing of young people in Bath and North East Somerset (B&NES) through providing a range of free, confidential, and independent services.



The Chair will ensure that each trustee fulfils their duties and responsibilities for the effective governance of the charity, as well as work collaboratively to develop, govern and support the charity and the leadership team.

The Chair will line manage, support and, where appropriate, challenge the Chief Executive Officer to effectively deliver the charity's objectives and plans for the year.

What we are looking for

- Experience of working in a leadership role
- Understanding of the charity sector
- Experience of chairing meetings
- Sufficient time to commit to the role
- Understanding and/or experience of services OTR provides
- Living locally with an interest in the BaNES community
- Business acumen
- Coaching approach
- Embody the values of OTR

A more detailed role description and/or an informal conversation with Mark Ames, the current Chair, is available on request from Phil Walters, the Chief Executive Officer.



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TRUSTEE (COUNSELLING & LISTENING SERVICES)

Off the Record exists to improve the emotional health and wellbeing of young people by providing them with a safe space to be themselves. We provide a range of free services including counselling, listening support/coaching, youth participation, advocacy and specialist groups, such as support for care leavers and a LGBTQ focused youth group. Supporting over 2000 young people each year we are looking to appoint a Trustee who will champion counselling and listening support activities on the board.

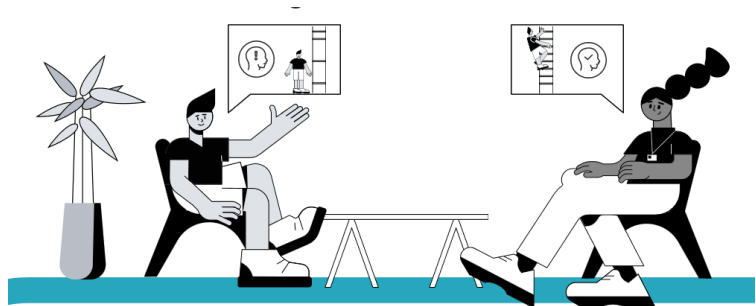
The purpose of the role

To ensure the Board of Trustees has appropriate information and oversight of counselling and listening support service standards and performance. Supporting the CEO and Head of Wellbeing Services to ensure:

- relevant professional standards are properly considered in all decisions
- appropriate professional supervision management procedures and controls are in place
- Oversight of OTR's safeguarding systems and processes
- Advising on appropriate training for staff, volunteers and trustees in relation to relevant professional service standards and performance
- Supporting the CEO and Head of Wellbeing Services, and SMT in developing professional service standards and support systems to apply to staff, volunteers and contractors

What we are looking for

- Therapeutically qualified and experienced
- Experience of leading and/or delivering counselling and listening support type services
- Experience of understanding and managing safeguarding with children and young people
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences





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TRUSTEE (BUSINESS ENGAGEMENT & NETWORKING)

The purpose of the role

This role will actively support and work alongside Trustees, SMT and Development Manager to promote, advocate for, and engage OTR supporters, local businesses and future partners.

Responsibilities include:

- Working with and supporting the Development Manager and SMT on our fundraising and supporter engagement strategy
- Represent the charity at external events, meetings, and functions
- Act as a spokesperson to promote the charity's mission and values
- Build and maintain relationships with donors, partners, and other stakeholders

What we are looking for



- Proven experience in business development, marketing, or a related field.
- Strong networking and relationship-building skills.
- Excellent communication and presentation abilities.
- Strategic thinking and problem-solving skills.
- Passion for the charity's mission and values.



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HOW TO APPLY

To apply for any of the Trustee roles above, please send your CV with a short covering letter explaining why you would like to be a trustee and what you will bring to the role to Phil Walters, CEO via email: philwalters@offtherecord-banes.co.uk

Please also complete the equal opportunities form provided, and email with CV.

Deadline for applications: 1st December 2024

Timing for interviews: Early December

We would welcome phone/Teams conversations before applying, please email Phil Walters, CEO to arrange a conversation.

Please note, this position requires an enhanced DBS disclosure that we'll carry out before appointment along with two references.