

Thank you for your interest in becoming a Trustee of KICK. This information pack will provide you with a brief introduction to KICK.

What we do:

KICK is a Cambridgeshire based charity supporting young people's lives with the aim of aspiring to improve life. Working with local schools and organisations, we deliver a range of tailored programmes, helping young people aged 0-19 across Cambridgeshire with transition into adulthood, helping them to deal with issues and emotions and giving them the confidence to fulfil their potential.

The KICK staff team is made up of a voluntary trustee board and a group of paid staff from a variety of backgrounds including teachers, County council employees, parents, business people, sports instructors and youth workers. Within this diverse group of people remains a constant passion and the desire to "put young people's needs first" in all we do.

KICK is funded through a variety of different funders including The National Lottery, Cambridgeshire Reach Fund and support from donors, partners and fundraising events.

Find out more: www.kickyouth.org/

Being a Trustee at KICK:

Every charity has a board of trustees – a group of volunteers who ensure that the charity is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of the charity, ensuring it is financially stable, well-run and fulfilling its charitable obligations.

KICK's Board of Trustees have a range of expertise, and they're all passionate about young people. They currently meet six times a year for two-hour evening meetings. The minimum term for a trustee is three years.

What you would do as a trustee:

- Use your insight and experience to help us achieve our goals and ambitions.
- Contribute to strategic thinking and planning particularly regarding future direction.
- Act as an ambassador for the charity.
- Attend six trustee meetings each year plus project visits, events and other meetings as and when required.

The skills and attributes we're looking for:

We are particularly looking for candidates who have specific expertise in any of the following fields: finance, communications and brand development.

You do not necessarily need to have any previous experience of being a Trustee, however we're looking for people who are:

- Passionate about the work of KICK – improving the life's of young people
- Committed to and knowledgeable about equality, diversity and inclusion.
- Has knowledge of, and can speak about, the issues facing young people.
- Is willing to spend time getting inducted into the work of KICK preparing for meetings, and doing any follow-up work they commit to.
- Can think strategically, critically and maintain confidentiality.

How to apply:

To apply you'll need to complete the 'Trustee Application Form'.

If you would like to discuss the role before applying and to obtain an application form, please contact

Louise McCoy, Operations Manager:

Email: Louise@kickyouth.org or Tel: 07500 236550

Trustee: Role Description

The Board of Trustees of KICK has overall responsibility for the Trust and acts as its governing body.

Members of the Board of Trustees are legally responsible for directing the affairs of the Trust, ensuring that it is solvent, well run, and delivering to its charitable objectives.

Trustees are not paid, although reasonable expenses may be reimbursed for agreed activities.

All Trustees are collectively responsible for the decisions and management of the Trust.

KICK is currently seeking expertise in several fields including:

1. Treasurer and financial management
2. Business development and fundraising
3. HR
4. Audience development, marketing and communications

Trustee: principal accountabilities

1. Ensure that KICK:
 - a. Complies with its Constitution, charity law and any other relevant legislation or regulations;
 - b. Pursues its objects as defined in its Constitution and acts within the powers defined in the Constitution;
 - c. Uses its resources exclusively in achieving its objects;
 - d. Runs effectively and efficiently and remains financially sustainable;
2. Ensure that KICK has a clear vision and strategic direction and is focussed upon achieving its goals;
3. Review and approve the KICK's Business Plan;

4. Monitor performance and take appropriate management action to remedy variations from agreed standards;
5. Ensure that all significant risks are recognised and that mitigations are put in place and monitored;
6. Actively contribute to the direction of the future activities of KICK;
7. Exercise reasonable care, skills and independent judgement;
8. Avoid conflicts of interest and declare interest in any proposed transactions or arrangements;
9. Maintain absolute confidentiality in regard to the business of KICK;
10. Act as an enthusiastic and well-informed ambassador for KICK;
11. Safeguard the good name and values of KICK at all times.

Trustee: other general duties

In addition to the duties outlined in the above role description, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees to reach sound decisions.

This may include:

1. Scrutinising on and contributing to the business of the Board;
2. Acting as a counter-signatory for financial transactions;
3. Facilitating discussions;
4. Focusing on key issues;
5. Providing guidance on new initiatives, developments and services;
6. Contributing to and supporting short-term workgroups and sub-committees of the Board of Trustees;
7. Leading on other issues and activities in which the individual has special expertise or skill.



Trustee Pack

Conduct of Trustees

All members of the Board of Trustees of KICK are expected to abide by the Charity Commission's Governance Code for Smaller Charities (2017).

For more details of the specific legal obligations of a Trustee, visit the Charity Commission website

www.charity-commission.gov.uk and follow links to their publications

- CC3a: The Essential Trustee: An Introduction (January 2007);
- CC3 The Essential Trustee: What you need to know (March 2012).