



Trustee Handbook

This information handbook contains:

- ✓ An overview of YCDT
- ✓ What we are looking for, now and in the next few years
- ✓ Expectations
- ✓ Who are the charity's trustees?
- ✓ The role of the board of trustees
- ✓ Duties of a trustee board member
- ✓ Minimum Time Commitment
- ✓ Person specification
- ✓ A summary of key policies
- ✓ How to apply

An Overview of YCDT

The Young Carers Development Trust is a registered charity which tackles the lack of opportunity experienced by many young carers due to their caring responsibilities. Prior to the Trust's formation in 2012, only one young carer in west Wiltshire had



been to university. Trustees are united in their view that young carers' life experiences often equip them for high achievement, once the difficulties caused by their caring responsibilities are addressed. The Trust is establishing a network of high-achieving young carers, willing to

become active and inspiring role models for others from backgrounds similar to their own. The Trust works through its Development Managers (DMs) who provide resources and mentoring for these young carers.

The Trust currently works with young carers from Wiltshire, Bath and North East Somerset, Bristol, South Gloucester and North Somerset.

The Trustees believe their overall objective of improving the life chances of young carers will be achieved by establishing and continually developing a network of high-

achieving young carers, willing to become active and inspiring role models for others from backgrounds similar to their own.

The strategy is to assist and support young carers (beneficiaries) who are providing a 'significant level of care' for a disabled or seriously ill family member.

This will:

- address the imbalance and lack of diversity of opportunity experienced by them due to their caring responsibilities and
- encourage them to strive for more ambitious goals and to advance in life.

The Trust achieves this by providing support and activities during key formative years. This support develops our beneficiaries' skills, capacities and capabilities which then enables them to participate in society as mature and responsible individuals and to inspire other individuals.

The Board of Trustees work pro bono and have responsibilities within the organisation specific to their experience and skills.

A Charity Manager has been employed to ensure the smooth administration of the charity and meet our funding targets. We also have a Young Carers Manager who directly manages and supports our Development Managers who each support up to three young carers. She also manages a small case load and recruits and filters the applications of potential beneficiaries. The staff report directly to the Board of Trustees. Each Development Manager is paid and is directly responsible for up to three beneficiaries. They work on a one to one basis by phone and in face to face meetings to prepare 3 year plans for each beneficiary setting out development steps, costs and measurable targets.

Beneficiaries are provided with targeted support to build on existing academic and practical abilities and to help develop interview skills and examination techniques. In addition, Beneficiaries benefit from guided access to the business, professional and academic network of Trustees.

The cost effectiveness of the resources spent on beneficiaries is measured against the results in meeting the specific targets agreed with each beneficiary. For example we have been able to measure exam results against targeted grades or following feedback from all stakeholders once a young carer has been to an interview or completed a work placement.

The Trust is supported by the generosity of grant-giving trusts and donations from private individuals. The Trust's accounts are filed with the Charity Commissioners and at Companies House.

The Young Carers Development Trust is a private Company limited by guarantee and registered as a charity. It is regulated by Company law and The Charity Commissioners. Its governing document is its Articles of Association and Memorandum which have been appropriately amended and approved by the Board of Trustees

DBS checks have been carried out on all Trustees, the Development Executive and all Development Managers. In addition, anyone coming into direct contact with a beneficiary is required to complete a child protection course. All new Development Managers undergo an induction and training with the Young Carers Manager.

What we are looking for, now and in the next few years

Being a trustee for YCDT is highly rewarding, we are looking for people who are motivated to support young carers achieve their ambitions. We have recently had a skills audit and identified a number of areas we are looking to recruit trustees:

- Communications.
- Marketing.
- Charity experience.
- Event management.
- Experience of working with young carers.
- HR.
- Education (secondary).
- Fundraising.
- Those with legal training, finance and accounting.

Expectations

Salary: Unpaid. Expenses incurred while travelling to meetings

Hours: Four meetings a year. Additionally, trustees are invited to a strategic planning day once a year.

Location: Currently held in the Bath Area

Who are the charity's trustees?

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. This is the case regardless of the terminology used to describe the role. For YCDT the charity trustees are also the directors of the company and are known as the trustee board. The trustee board comprises:

- the chair
- the treasurer
- elected trustees

The role of the board of trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of YCDT. The trustee board must always act in the best interests of YCDT, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

Duties of a trustee board member

The duties of a trustee board member are to:

- ensure that YCDT complies with its governing document (its Articles of Association), charity law, company law and any other relevant legislation or regulations
- ensure that YCDT pursues its objects as defined in its governing document
- ensure YCDT applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
- contribute actively to the board of trustees by giving firm strategic direction to YCDT, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
- safeguard the good name and values of YCDT
- ensure the financial stability of YCDT.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

Minimum time commitment

Trustees are expected to attend an induction session prior to their first board meeting. Trustees are expected to attend all board meetings. Board meetings are held four times a year during normal office hours. Meetings last approximately three hours. In addition, trustees are asked to join an organisational wide strategic planning day.

- Papers are distributed one week in advance of meetings.
- Trustees can claim out of pocket expenses incurred in travelling to meetings.
- Trustees can attend virtually by Skype.

Person specification

Each trustee must have:

- a commitment to the mission of YCDT
- a willingness to meet the minimum time requirement
- integrity
- strategic vision
- good, independent judgement
- an ability to think creatively
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

- an ability to work effectively as a member of a team and to take decisions for the good of YCDT.

Key Policies

Equality and Diversity

YCDT is committed to equality of opportunity and embraces diversity in all that it does. The opportunity to volunteer applies equally to everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation and YCDT recognises, respects and values the positive aspects each individual can bring through volunteering.

Out of pocket expenses

All volunteers are entitled to be reimbursed for any reasonable out of pocket expenses, including expenses for travel and meals. YCDT will only reimburse the amount spent as a result of volunteering, up to agreed maximum levels.

Insurance

YCDT will provide appropriate insurance cover for its volunteers with regard to Public Liability and Professional Indemnity insurance cover.

Data Protection

YCDT will ensure that all volunteer data within the organisation is stored securely and only passed on internally and externally where express consent is sought and gathered. All information will be stored in line with the Data Protection Act 2018.

Problem solving/dealing with challenging situations

YCDT aims to identify and solve all problems involving volunteers informally and at the earliest possible stage, through regular communication with volunteers and those responsible for managing them.

How to apply

Please contact trustees@ycdt.org.uk with your CV to express an interest. You will then be contacted to find out more about you and your skills and to introduce you to us and our work.

You can find out more about YCDT at www.ycdt.org.uk