



Lead the way in
helping young
people achieve a
positive destination.

Trustee Recruitment



Introduction

Hi,

Thank you for your interest in joining our board.

If you're over 16 and have life experience to share and a passion for helping others, read on!

We are currently looking for people aged 16-24 who can help shape and deliver our strategy to ensure as many young people as possible find their futures through employment, education or training.

Works+ has been supporting young people in the Scottish Borders since 2018. Our unique approach prioritises confidence and wellbeing alongside developing skills and employability options.

As we have developed, our work has undergone a drastic transformation as we've adapted and diversified delivery offerings. We now not only provide services to a much greater number of young people in the Scottish Borders, but we've expanded operations to deliver services for Scottish Borders Council Justice Social Work. We're hoping to build a Board of Trustees as diverse as the people we serve.

As a trustee you will have the opportunity to:

- Represent the organisation
- Ensure the board and organisation have equality, diversity and inclusion at the heart of all decision making
- Contribute to the board by giving firm strategic direction, setting overall policy, defining goals, and evaluating performance against agreed targets
- Ensure the stability of the organisation and proper investment of our funds

You'll help govern the direction of Works+ alongside a team of trusted senior professionals. You'll have access to all necessary training and reimbursable expenses, and the chance to actively improve the outcomes of young people in our community.

Whether you're an experienced board member/advisor or if you are a **young person looking to take your first step** into charity governance, we want to hear from you.

Please see the following documents for more information on Works+ and how you could help us. We look forward to hearing from you.



Project
Manager
Scott Wight



Chair of the Board
of Trustees
Allan Doyle



Lead Our Charity

Vacancies on our Board of Trustees

If you're passionate about our cause and have life skills and experience that could help other people, please consider applying.

Knowledge in one or more of the following areas would be useful to Works+ (but not essential):

- Human Resources
- Legal
- Employability
- Fundraising
- Marketing and communications
- Finance

Please note, however, industry experience and expertise are always beneficial, but if you have a critical eye and life experience that could help Works+ reach new heights, **we want to hear from you. We are recruiting for potential and learning in the role is expected.**

As a trustee, you will get:

- The opportunity to influence strategies and define goals for a local employability charity
- The chance to actively improve the future of young people in our community
- The influence to shape innovative programmes in a growing organisation
- Access to support, training and reimbursable expenses
- Access to a network of senior professionals

Works+ is committed to supporting and championing diversity. We're hoping to establish a board as diverse as the communities we serve, and the people that work and volunteer with us.

Whether you're an experienced trustee or wanting to take your first step at board level, **we want to hear from you.**

Please send a CV and cover letter explaining why you would be a good fit for the role to:
amelia@worksplus.works

Are you a creative and committed individual with good judgement, team work skills, and the will to speak your mind on important matters?

Get in touch!

For an informal chat, contact our Vice Chair, Amelia Brooke
amelia@worksplus.works

Application Deadline: 9am 20th January 2023

About Us

Leading the way across the Scottish Borders.

Works+ helps young people from across the Scottish Borders to find a path that is right for each individual and then supports them on that journey.

We are an established SCIO with the main purpose of supporting young people aged between 16 -24 to gain confidence to take positive steps towards employment, a return to education, training, or long-term volunteering.

We are passionate about promoting inclusivity and a positive work culture, and we aim to ensure our staff, volunteers, trustees and the people who use our services equally enjoy a circle of safe, happy and rewarding experiences.

Our innovative work includes fully-inclusive employability programmes for 16-24 year olds and Social-Justice experienced individuals.

First Aid at Work training is also available through Works+ to local business, members of the public and other 3rd Sector organisations.

165

Young People Helped during lockdown

91%

Found Employment

25+

Funding streams making this possible



Future

Our 2022 – 2025 Strategy

Our Vision:

We want a Scottish Borders where those who want to work, can work.

Our Method:

Working with partners and employers to remove the barriers to employment.

Building confidence and skills through tailored 1:1 support.

Continuing to support to help sustain employment.

Remaining truly person-centered.

By 2025, we want to see:

- More young people and adults in employment, education or training
- Operations across the Scottish Borders and beyond Galashiels
- Growing income through a diverse funding mix
- Digital solutions maximised for back office and front-facing functions
- Works+ as a brand leader in employability support, with an expansive supporter network and multiple communication channels



Role Profile

Title: Trustee

Accountable To: The Chair of the Board

Role Purpose:

Operate as part of a diverse leadership team, ensuring high standards of governance and diversity of perspective are evident across the board.

Competently deliver trustee duties, and cooperate effectively with others in delivering Works+ vision, mission and values.

Ensure that high-quality relationships are developed with internal and external stakeholders.


Offer ideas, feedback and suggestions that help challenge the status quo.

As a trustee you will:

- Ensure our charity is effectively governed and administered
- Ensure our charity complies with its own governing document
- Ensure money is spent in pursuance of our charitable objectives
- Ensure our charity remains stable
- Attend board meetings and contribute to discussions on our activities, targets and achievements
- Help set our policies, define our goals, and evaluate our performance
- Ensure equality, diversity and inclusion are at the heart of every decision we make

Other duties:

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 will involve:

- Attending meetings; reading and scrutinising papers in advance
 - Leading and contributing to discussions
 - Participating in trustee training and development programmes
 - Staying informed about the activities of the organisation and issues that affect its work
 - Offering up any special insights during trustee deliberation
 - Providing suggestions on new initiatives
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Person Specification

An effective trustee can come from any walk of life; your personal values are just as important as your skills and experience.

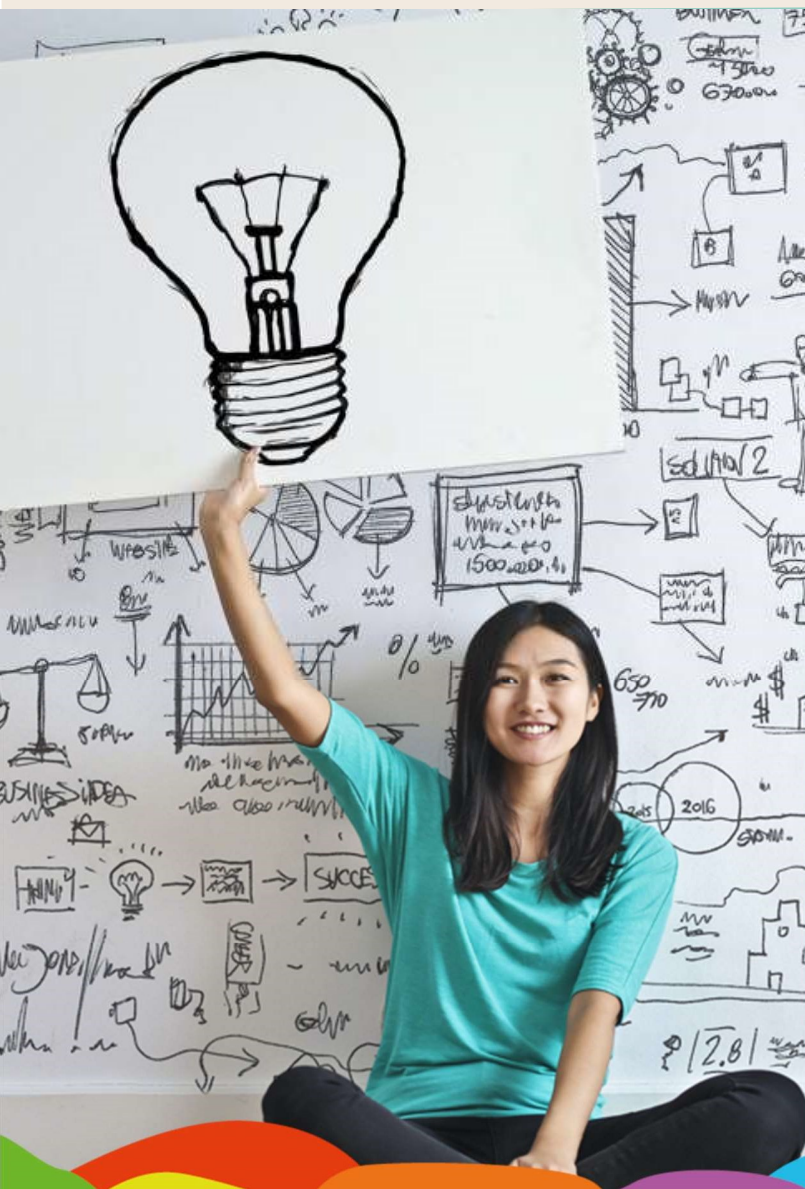
As a trustee you will need:

- Commitment to the organisation
- Team Work Skills
- Independent judgement
- Ability to think creatively
- Willingness to speak your mind
- Ability to challenge and question constructively
- A willingness to learn
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship

You may also have:

- Risk governance – understanding and managing the risks we face at the human, property and charity levels
- Scenario planning – enabling decisions to be flexible dependent on circumstances
- Accountability – working cooperatively at all times
- Experience with youth employability either as a participant or professional.

These skills would be beneficial, but are not a necessary requirement.



How to Apply

Please send an email containing your CV and cover letter (detailing why you would be a good fit for the role) with the subject line "name and trustee application" to:

amelia@worksplus.works

We expect to interview during the first two weeks of February 2023.

Are you a creative and committed individual with good judgement, team work skills and the will to speak your mind on important matters?

Get in touch!

For an informal chat, contact our Vice Chair, Amelia Brooke

amelia@worksplus.works

Application Deadline: 9am 20th January 2023

Terms of Appointment

- Works+ Board of Trustees meets every 6 weeks in Galashiels or via Teams (1-2 hours).
- The Board meets once a year for Strategy Development/Review sessions (3-5 hours).
- The Board may allocate sub-committees to research and recommend special areas of interest, policy or opportunity (1-5 hours a month).
- Trustees should aim for full attendance at board, sub committee and strategy meetings, unless there are exceptional circumstances.
- Works+ holds a register of interests. Trustees are asked to provide an update of any new interests so the register is always up to date.
- Serving as a Trustee is on a voluntary basis however expenses can be covered.
- All Works+ Trustees require a PVG Certificate and Child Protection Training. This will be covered by the organisation. Additional training and learning in the role will be provided.