Board of Trustees

We want you on Board!

We are a small, not-for-profit youth development charity that is passionate about improving the lives of young people through an alternative learning experience. We are expanding our sail training offer with an exciting programme of activities including ocean science and maritime careers and are seeking at least two new trustees to extend the range of skills and experience on our current board of six.

Trustees are responsible for the governance and strategic direction of the charity and ensuring best practice in areas such as finance, risk management and performance. Our board meets at least quarterly, sometimes face to face and sometimes remotely via video call. All trustees are also members of one of two trustee subcommittees which also meet quarterly, between board meetings. We are a friendly team who work together to deliver our vision and five-year Development Plan (which can be downloaded from our website) published in July 2020 and updated in May 2022.

Following a skills audit of our board we are keen to recruit new trustees with the following experience:

* Sail Training
* Maritime sector
* Education (particularly higher, further, and educational development)
* Finance and accounting

If you are inspired by our vision, want to be part of shaping the future of Seas Your Future and can offer relevant experience, time and commitment, please apply to join us!

An application form, role description and person specification are within the following pages. Please email enquiries@seasyourfuture.org should you have any additional questions.

We would like to make appointments in October 2022. We will create opportunities for applicants to meet with trustees, staff and visit our ships during the summer, and applications must be received by e-mail or post no later than 12 noon on September 5th 2022.

Both ships will be participating in the Bristol Harbour Festival on 16th & 17th July and will be open for visits.

**TRUSTEE APPLICATION FORM**

**Seas Your Future**

|  |  |
| --- | --- |
| **Name** |  |
| **Home Address** |    |
| **Telephone** | **Home**  |  | **Mobile** |  |
|  | **Work** |  |  |
| **E-mail** |  |
| **Occupation** |  |
| **Qualifications** |  |
| **Which of the following skills or experience could you bring to the Board?** | Please indicate against each relevant area whether it is your principal skill, by writing ‘P’, or a secondary skill where you have experience, by writing ‘S’. |
| **Skill** | **P/S** | **Skill** | **P/S** |
| Human Resources |  | Business Management |  |
| Financial/Accounting |  | Marketing / PR |  |
| Fundraising |  | Welfare |  |
| Legal |  | Cultural |  |
|  | Young people |  | Disadvantaged groups |  |
|  | Education |  | Maritime Sector |  |
|  | Governance |  |  |  |

The Person Specification outlines some of the key skills we seek in a potential trustee of the charity. Please indicate against each of the following broad categories how you think your own skills and experience would enable you to fulfill the role of a trustee as described in the Role Description. You may also want to enclose a CV with this application.

|  |  |
| --- | --- |
| **Key skills** | **Narrative** |
| **Commitment to principles of the Charity** |  |
| **Interpersonal/Building Relationships**  |  |
| **Teamwork** |  |
| **Communication**  |  |
| **Drive and determination** |  |
| **Strategic perspective** |  |
| **Intellectual and technical ability** |  |
| **Leadership** |  |
| **Professional and/or Voluntary Experience** |  |
| **Commitment to Equal Opportunities** |  |

|  |
| --- |
| **Why do you wish to become a Trustee of the Charity?** |

**Please give details of two people who would be willing to provide a reference**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:**  | **Address:**  |
| **Telephone:** | **Telephone:** |
| **Email address:** | **Email address:** |
| **Relationship to Referee:** | **Relationship to Referee:** |

Trustees may be asked to complete a Disclosure and Barring Service (DBS) application if applicable.

**DECLARATION**

I declare that to the best of my knowledge the information given in this application is correct.

I declare that I am not:

(a) Bankrupt

(b) Prohibited from being a trustee by reason of Section 72 of the Charities Act 1993 or any order made under any provision of the Act or any other statute or otherwise becomes prohibited by law from being a member of a charity; or

(c) Incapable by reason of mental disorder, illness or injury of managing and administering my property and affairs.

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**Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name**

**Please complete and return this application form to**

Adrian Ragbourne, CEO, Seas Your Future

Sharpness Shipyard, Sharpness, Berkeley, Gloucestershire, GL13 9UDOr by email to adrian@seasyourfuture.org

**ROLE DESCRIPTION FOR CHARITY TRUSTEES**

**Seas Your Future**

**Overall Purpose**

The board of trustees is responsible for the overall governance and strategic direction of the Charity, developing the organization’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

**Main Responsibilities**

• To ensure that the Charity and its representatives function within the legal and regulatory framework of the sector and in line with the organization’s governing document, continually striving for best practice in governance.

* To uphold the fiduciary duty invested in the position, undertaking such duties in a way continually striving for best practice in governance that adds to public confidence and trust in the Charity.
* To determine the overall direction and development of the Charity through good governance and clear strategic planning.

 **Main Duties**

* Ensuring the Charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational goals.
* Acting in the best interest of the Charity, beneficiaries and future beneficiaries at all times.
* Promoting and developing the Charity in order for it to grow and maintain its relevance to the community.
* Maintaining sound financial management of the Charity’s resources, ensuring expenditure is in line with the organisation’s objects and meeting accepted standards and policies.
* Interviewing, appointing and monitoring the work and activities of the senior paid staff.
* Ensuring the effective and efficient administration of the Charity and its resources.
* Acting as a counter-signatory as required on Charity cheques and any applications for funds.
* Maintaining absolute confidentiality about all sensitive/confidential information received in the course of Trustee’s responsibility to the Charity to help the Board reach sound and timely decisions.

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:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Acting as an ambassador at events or specific market sectors
* Other issues in which the trustee has special expertise

**Accountability**

As the board are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: Partners, Clients, Funders, the Charity Commission, Companies House, the Maritime and Coastguard Agency. Close attention must be given to the Conduct of Trustees Policy and Nolan Principles.

**PERSON SPECIFICATION FOR CHARITY TRUSTEES**

**Seas Your Future**

Candidates interested in becoming a Trustee for **Seas Your Future** must be able to demonstrate the following:

* Commitment to Seas Your Future’s objectives

* Core governance and management skills
* Ability to think strategically, creatively and have an eye for detail.
* Knowledge of, and ability to discharge, the core responsibilities of being a charity trustee
* Willingness and ability to commit the time to the board as indicated below
* Willingness and ability to serve on appropriate formal and informal committees/advisory groups relating to specific functions or projects
* Willingness and commitment to absorb information about Seas Your Future (and its key messages) so as to be an effective ambassador and influencer for the organisation

**Skills, knowledge and experience**

Candidates must be able to demonstrate at least three years’ experience in at least ***one*** of the following:

* Sail training
* Maritime sector
* Education (particularly higher, further, and educational development)
* Financial management/accountancy
* Income generation experience, for example in earned income, fundraising among individuals/major donors and/or companies and with grant-making trusts and foundations
* Human resources expertise such as the development of HR policies, equal opportunities and diversity or management of an HR function
* Experience, preferably at senior level, of management (people and other resources) and/or governance (for example as trustee of another organisation)
* Working in the community development or social care sectors

**Time commitment and nature of involvement**

Trustees are expected to contribute the equivalent of around six to eight hours per month including the Board’s quarterly meetings (which last between 2 and 4 hours). We expect trustees between them to support and attend a reasonable number of Seas Your Future events. Contributions outside meetings vary but may involve trustees with specific programmes and projects. In addition, as the Board grows to full capacity we expect there to be working groups to deal with specific areas. We would like to develop links between trustees and staff members that help match relevant skills and experience and make the most of trustees’ expertise.

**Expenses**

We may be able to reimburse reasonable travel expenses.

**Further Information**

For further information, please email enquiries@seasyourfuture.org or our Chair of Trustees Jane Nicklen jane@seasyourfuture.org

SYF 2022