

# Signpost

We're here for **young people**

Letter from chair

**Dear prospective Trustee,**

**Welcome to Signpost and thank you for taking the time to look into our voluntary leadership roles. This is an exciting time to get involved in Signpost. After growing rapidly over the last couple of years, we have recently joined forces with One YMCA and are now ready to take our next steps in delivering services to even more local children and young people.**

To help us in the next stage of our journey, we are looking to recruit Trustees who can help us refine our existing strategy and grow the strength, depth and resilience of our charity's work, supporting children and young people to good mental health and positive outcomes.

We are building a strong and vibrant Trustee Board and we are looking to extend our skills base so that we are well prepared for the future. We would particularly like to hear from people who have experience and expertise in the following areas:

- Fundraising preferably for a small charity from a variety of sources including local businesses and individuals, charitable funding and public bodies such as the local authority and NHS. We have in-house fundraising capacity and are looking for someone to help shape and steer our fundraising efforts.
- Counselling young people. We are looking for someone with a professional counselling background, preferably with children and young people to provide a counselling voice on the Board. Ideally Registered and Accredited member of BACP or IAPT, with a certificate in Therapeutic Counselling Supervision level 6 (CPCAB)

If you believe you have the experience and skills to help us on our journey, then we look forward to hearing from you. Our contact details are included in the information pack and we welcome informal contact as well as applications.

**Thank you for expressing an interest in Signpost.**



### Who we are

#### We're here for **young** people

Signpost is fully committed to the continued provision of counselling, coaching and other support to help young people aged 10-25 and living in South and West Hertfordshire overcome problems in their lives.



### Role description

#### The role of a Signpost Trustee is to:

- Set and maintain vision, mission and values;
- Develop strategy, set overall policy, define goals, set targets and evaluate performance;
- Ensure accountability;
- Support the operational management of the organisation;
- Safeguard the good name and values of Signpost and One YMCA;
- Maintain effective board performance and ensure the effective and efficient administration of the organisation;
- Promote Signpost and act as an ambassador for the charity;
- Act in the best interests of Signpost, never in the interests of yourself or another organisation

In addition, each trustee should use any specific skills, knowledge or experience they have to help the Trustee Board reach sound decisions. These may involve scrutinising board and committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.

#### Signpost is keen to recruit Trustees with experience, skills and expertise in the following areas:

- Counselling and mental health services
- Social care or health services
- Special educational needs and education
- Leading small charities
- Fundraising
- Strategy development
- Finance

You can find out more about Signpost by visiting our website at [signpostcounselling.org.uk](https://signpostcounselling.org.uk)

## Terms & role dimensions

The Trustee Board is responsible for the overall governance of Signpost. Trustees commit to three-year terms, with the possibility of renewing this three-year commitment twice.

Board membership is not a remunerated position. However, expenses necessarily incurred in performing Board duties will be borne by Signpost.

### Time commitment

- 6 evening 2-hour Board meetings per year, virtual (including reading papers)
- One half day strategy session per year (at a weekend), preferably in person
- One 2-hour AGM (during working hours), preferably in person
- Leading an area of work or special project (e.g. fundraising, safeguarding, strategy development, budget, etc) on behalf of the Board, working with operational leads

## How to apply

### Your application should comprise:

- a covering letter of not more than two pages outlining your motivation and relevant experience
- a full CV showing the more significant positions, responsibilities held and relevant achievements.

Please send your application to [Michael.Howe@oneymca.org](mailto:Michael.Howe@oneymca.org)

Following a shortlisting process, selected candidates will be invited to meet the panel for the first round of interviews.

A final, more informal, mutual discernment discussion will take place between selected candidates and members of the Signpost/One YMCA panel.

**Many thanks for your interest in the work of Signpost.**

