



SEAHAM YOUTH & COMMUNITY CENTRE

Trustee Role Description

Prepared by Seaham Youth & Community
Centre Board of Trustees

Seaham Youth and Community Centre
Strangford Rd
Seaham
County Durham
SR7 8QE
Telephone: 0191 581 2426
Email: hello@seahamyouthcentre.co.uk

Place of work	Seaham Youth & Community Centre Strangford Road Seaham Co Durham SR7 8QE
Role Title:	Trustee
Responsible to:	Board of Trustees Chair
Summary:	The Board of Trustees is responsible for overall governance and strategic direction of Seaham Youth & Community Centre (SYCC), developing it's aims, objectives and goals in accordance with its governing documents, and legal and regulatory requirements. They oversee the overall management and administration of the charity. They also ensure that SYCC has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge other board members to enable SYCC to grow and thrive. Board members have a collective responsibility. This means that trustees always act as a group and not as individuals. Becoming a Trustee will allow you to make a meaningful difference in your community, develop governance and leadership skills and network with like-minded individuals. We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous governance experience – we will provide a full induction and training. Our vibrant youth and community centre empowers local young people and families through education, recreation, and support services. We're seeking a dedicated and passionate individual to join our board of trustees. As a trustee, you'll play a crucial role in shaping our centre's future, ensuring its sustainability, and making a positive impact on our community.
Main Responsibilities:	• Ensure the effective and efficient administration of SYCC. • Attend monthly Board meetings and actively contribute to discussions. • Contribute to sub-committees. • Support SYCC's mission and values. • Ensure compliance with regulatory requirements. • Approve operational strategies and policies and monitor and evaluate their implementation. • Oversee SYCC's financial plans and budgets and monitor and evaluate progress. • Contribute to securing funding. • Ensure that key risks are being identified, monitored and controlled effectively. • Provide support and challenge to other members of the Board of Trustees.

	• Represent the centre and engage with stakeholders. • Keep abreast of changes in SYCC's operating environment. • Use independent judgment, acting legally and in good faith to promote and protect SYCC's interests, to the exclusion of their own personal and/or any third-party interests.
Terms & Conditions:	• This is a voluntary position, but reasonable expenses are reimbursed. • Time commitment - attending 12 Board meetings annually. Currently meetings are held in person at SYCC on the first Monday evening of each month. • This role is subject to a Disclosure and Barring Service (DBS) check and suitable references.

Person Specification

	Essential	Desirable
Knowledge & skills, experience and personal attributes	• Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. • Passion, motivation and commitment to developing and making a meaningful difference in our community. • Knowledge of the local community and its needs. • Enthusiasm for SYCC aims and vision. • Strong communication and interpersonal skills and willingness to participate actively in discussion. • Integrity, honesty and flexibility. • Ability to be open to the views of others and have the courage and willingness to respectfully challenge views in the best interests of the charity. • Willingness to work collaboratively • Ability to think creatively and strategically and exercise good, independent judgement. • Commitment to learning from experiences and adapting to better serve the community. • Able to work outside of normal office hours. • Comply with Seaham Youth & Community Centre's policies and procedures.	• Experience working with charities or community organisations. • Knowledge of youth development or community work. Experience in one of the following areas – • Business • Finance • Governance • Buildings & maintenance • HR & staffing • Project management • Fundraising • Marketing & communications • Recording/minute taking

Further information	For more information about what is involved with being a trustee, please visit Charity Commission guidance - GOV.UK Alternatively, you can contact the Board of Trustees Chair via email at office@seahamyouthcentre.co.uk or call 01915812426
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How to Apply	If you're passionate about our centre's mission and want to contribute your skills and experience, please submit a brief CV and a covering letter outlining your motivation and relevant experience. Email your application to office@seahamyouthcentre.co.uk.
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