



UNLOCKING POTENTIAL... OPENING OPPORTUNITY...

## **TRUSTEE RECRUITMENT PACK**

### **2022**

### **A VOLUNTARY ROLE AS A TRUSTEE OF THE DOOR**

**[thedor.org.uk](http://thedor.org.uk)**



**CHARITY 1131919**

**COMPANY 6999936**

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# INTRODUCTION

The Door is a long-established, highly-regarded and forward-looking charity serving the needs of vulnerable young people and their families. From its small beginnings in the town of Stroud in 1991, it has spread its services across the Stroud District and is now building a presence in the Cotswold District. It also operates across the county of Gloucestershire through a partnership programme which The Door leads and coordinates. Its turnover was £575K in the year to 30 June 2022.

The Door's Christian values are at the core the charity, and these in turn determine our culture and the conduct that is expected of our staff, volunteers and trustees.

We seek trustees who share our values and our commitment to enabling young people to reach their potential. We ask our trustees to give time and endeavour in overseeing all the activities of the charity and developing its future strategy in these very difficult and uncertain times. We welcome applicants from all walks of life, those with direct experience of working with young people as well as those with broader experience and skills.

Thank you for your interest – we look forward to hearing from you.

**Karen Morgan OBE DL**  
**Chair of Trustees**

# WHO WE ARE

The Door exists because every young person and their parents need to feel safe, happy and valued, with the best possible opportunity to reach their potential. At The Door, we believe in the potential of every person. The Door is a youth charity motivated by our Christian beliefs, established in 1991, for the benefit of all young people aged 11 to 25 and their families. We pride ourselves on being a needs-led, outcome-focused organisation, working closely with young people, parents, carers or whole families to offer the right support for them, and staying with them as their lives are changed. We have been a positive influence in the lives of so many disaffected, despondent and disconnected people. Whether it is a parent who feels they are alone in the difficulties they are facing, an 18-year-old finding it hard to get a job, or an 11-year-old who can't cope in secondary school, we are able to make a difference.

We have long been regarded as the leading service for young people and their families across the district, working closely with statutory services and other voluntary organisations. We have been proud to have supported young people across the Stroud District.

## **We believe The Door is unique because it:**

- is motivated by the Christian values
- delivers its services to the heart of local communities, seeking to engage stakeholders from the bottom up
- has in-depth knowledge of the local area and its people,
- tackles root causes leading to enduring results
- is prepared to deal with complex issues that other agencies shy away from
- travels with people for the long term – walking alongside them, carrying the burden and never giving up.

## **OVERALL MISSION OF THE DOOR**

Bringing hope into the lives of young people and their families by unlocking potential and opening opportunity such that their past does not define their future

## **VALUES/ETHOS**

“But the holy spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. there is no law against these things!”

**Galatians 5:22, 'The Fruits of the Spirit'**

Our values and code of conduct behavioural commitments are further expressed in a document known as The Door Keys, which references 1 Corinthians 13:13 with a focus on **faith, hope and love**.

## KEY ACTIVITIES

Our focus is to support, educate and guide young people, parents and their families through two main workstreams - Youthwork and Intensive Support.

### **Youthwork**

Our Youthwork Team exists because young people need the safety and security of non-judgmental role models to guide their development into positive members of society. It is standard for us to approach the task of youthwork as a community activity, and our priority is always to focus our efforts on becoming integral members of the communities where we have the opportunity to provide youthwork. Additionally, our centre-based youthwork provides a safe place for young people to come together and engage with trained staff, activities and informal education programmes. We also operate detached, street-based, youthwork. We are currently delivering this service in 6 centres across the Stroud and Cotswold Districts.

### **Intensive Support**

Our Intensive Support Service exists because too many young people and parents need extra stability and help during periods of personal or family crisis. We provide a range of interventions including 1:1 mentoring, whole family support and parenting training. In addition, we are commissioned to deliver targeted mentoring services in Thomas Keble School and we provide support for those young people leaving the care system. We work closely with a number of other secondary schools across the Stroud and Cotswold District, providing support to both students and staff alike.

Our delivery teams (consisting of paid and volunteer staff) are of a high calibre and are trained via a mix of external recognised and accredited programmes and our extensive internal training programmes. Staff are expected to look continuously for opportunities to improve the standard of their delivery, and are actively encouraged to contribute to new ideas and practices. It is common practice that all staff (paid and voluntary) embrace an ethos of continuous learning and CPD, and they are expected to take part in ongoing development opportunities such as internal group supervision meetings and personal reflective practice via our commissioned reflective supervision provision. In addition, all staff are subject to regular supervision and performance management.

We are a charitable company limited by guarantee. We have public liability insurance up to £5,000,000 and professional indemnity insurance. We have a robust set of policies and procedures including Safeguarding, Data Protection, Equality, Health and Safety and Complaints. These are overseen by the Board of Trustees and reviewed regularly according to the trustees' programme, but at least every 3 years. The Door is governed by a group of trustees, and the overall leadership is via a shared model. There are two chief officers, each with a specific responsibility for a discrete aspect of leadership: Chief Operating Officer (HR, finance, shop, facilities, policies and compliance) Chief Executive Officer (vision casting, strategy, and accountability for delivery of services, contract and stakeholder liaison across all areas as well as profile building across the county). The Door has its own charity shop which contributes to our income and provides an effective source of voluntary employment and work experience for our service users.

## ROLE DESCRIPTION

As a trustee you will share The Door's passion and commitment to supporting the most vulnerable young people, parents and families. As a Christian charity you will also need to agree to the 'Statement of Beliefs' as set out in our Memorandum of Association. You will provide The Door with leadership and ensure that it is governed appropriately. You will need to develop a good understanding of all we do in order to support the Senior Management Team. The role of Trustee at The Door requires a commitment of time and an engagement with all Door activities. You will be engaged in debate and discussion over a wide range of interesting and important topics, while doing this in the knowledge that you are playing a vital role in supporting the most vulnerable young people and families in the Stroud and Cotswold Districts.

## WHAT YOU NEED TO KNOW ABOUT THE ROLE

Trustees have a responsibility individually and collectively to:

### *1. Make sure that The Door is carrying out its purpose for the public benefit*

- have a good understanding of The Door's purpose
- agree on a strategy for The Door which will deliver a challenging programme that reflects our values and is financially sustainable
- be able to explain how The Door's activities further or support our purpose
- understand how The Door benefits young people and families by carrying out its purpose.

### *2. Comply with The Door's governing document and the law and ensure it is accountable*

- make sure that The Door complies with its governing document and complies with charity law requirements and any other laws that apply
- be able to demonstrate that The Door is well run and effective
- hold The Door's Senior Management Team accountable, particularly where they delegate responsibility for particular tasks or decisions to staff or volunteers.

### *3. Act in The Door's best interests*

- make balanced and adequately informed decisions, for the long term as well as the short term
- avoid putting yourself in a position where your duty to The Door conflicts with your personal interests or loyalty to any other person or body
- not receive any benefit from The Door unless it's properly authorised and is clearly in the charity's interests. This also applies to anyone who is financially connected to you, such as a partner, dependant child or business partner.

### *4. Manage The Door's resources responsibly*

- act responsibly, reasonably and honestly
- make sure The Door's assets are only used to support or carry out its purpose
- not take inappropriate risks with The Door's assets or reputation
- undertake appropriate due diligence when investing or borrowing
- comply with any restrictions on spending funds

### *5. Act with reasonable care and skill*

- use reasonable care and skill, making use of your skills and experience and taking appropriate advice when necessary, and give enough time, thought and energy to your role as Trustee

## WHAT WE ARE LOOKING FOR

1. A strong commitment to the values and objectives of The Door
2. An ability to work effectively as a member of an interdisciplinary board whilst contributing an independent perspective and special expertise
3. Good independent judgement
4. An interest in maintaining The Door's reputation as a lead provider of youth and intensive support services
5. A desire to be an ambassador for The Door, making the most of your networks to promote and support us
6. A willingness to support the Chief Officers and the Senior Management Team and to interact with employees, volunteers and stakeholders at all levels
7. Generosity of spirit, curiosity and openness to progressive ideas and new possibilities
8. A willingness to listen, learn and engage in meaningful discussion
9. The ability to act in a responsible and respectable manner and with high expectations of others.
10. A good understanding of the impact and potential of digital and social media
11. Reasonable technical competence in use of basic IT and related communications.

We are also particularly interested to hear from applicants with HR experience and from those from diverse ethnic backgrounds as well as young people who share our passion and recognise the need to fulfil the obligations as set out above. You must also be at least 18 years of age and not disqualified from being a Trustee under the Charities Act.

### **Our commitment to you:**

The role is unpaid but reasonable expenses relating to travel and accommodation during Trustee and other meetings or certain events are paid for.

You will be given an induction to the Trust and the role, including:

- An introduction to The Door's affairs and finances by the Senior Management
- A walk through of the specific areas of delivery and their locations as well as an introduction to heads of departments and other staff
- Ongoing and comprehensive support from the Chief Executive, Chief Operating Officer and other senior managers as required.

## YOUR TIME COMMITMENT TO THE DOOR

Being a trustee requires a commitment of time for both formal and informal engagements.

You will be required to attend Management Meetings at 6-weekly intervals and attend at least 50% each year, and at least 2 events per year at a minimum - the AGM and our annual awards evening. Trustees are also requested to take on additional advocacy roles relevant to their specific skills or knowledge area which will require additional commitment outside of the meeting cycle. This will be discussed and agreed with the Chair on an individual basis depending on the skills and expertise required. Trustees may also be expected to support and facilitate relationships and networking opportunities with organisations and fundraising contacts.

## OUR CURRENT TRUSTEES

- Karen Morgan OBE DL (Chair of Trustees)
- Elizabeth Cowen
- Graham Ayre (Treasurer)
- Tom Bradshaw
- Rosie Ogunseye

Further details of our current Board of Trustees can be found here:

<https://www.thedoor.org.uk/about/meet-the-trustees/>

## FURTHER INFORMATION

The Door is registered in England as a company limited by guarantee (company no. 6999936) and a charity (registered in England & Wales no. 1131919). The Door currently has 35 paid staff (19 full-time equivalents) and over 150 volunteers. We work with over 1000 young people, parents and their families every year.

For further information about The Door and our activities, please visit our website.

[www.thedoor.org.uk](http://www.thedoor.org.uk)

### Find out more about The Door:

**Website:** <https://www.thedoor.org.uk>

The Door financial summary and our most recent full annual review can be found at

<https://www.thedoor.org.uk/annual-reports/>

Our registered accounts are available on the Charity Commission website (charity 1131919).

Digital content:

- YouTube channel: <https://youtube.com/thedooruk>
- Twitter, Facebook and Instagram: @TheDoorStroud