



YOUNG BARNET

FOUNDATION

Trustee Recruitment Pack

www.youngbarnetfoundation.org.uk

Charity No. 1164713

Version. 1 2026

OUR TRUSTEE RECRUITMENT CAMPAIGN

Our Trustees steer and support Young Barnet Foundation to achieve its objectives. As a Trustee, you will act as an ambassador for YBF.

You will be expected to attend Trustee meetings every other month to join our operational or sub-committee meetings and spend time with our YBF team to support, advice and deliver particular pieces of work relevant to your expertise. Being a Trustee means you are legally responsible for ensuring that YBF is run properly. If you do not know what being a Trustee involves, please look at the [Charity Commission's guidance](#) before you decide whether or not to apply.

We are looking for 3 new Trustees and are particularly interested in candidates with the following:

- **Voluntary sector expertise** – proven experience working within the not-for-profit sector
- **Fundraising** – especially community fundraising, corporate fundraising, and/or securing funding from trusts and foundations
- **Operations** – knowledge and experience in IT and/or HR to support senior management and streamline effective operations
- **Marketing & communications** – experience in marketing, branding, digital communications, or audience engagement to help raise our profile and impact

We hope that all Trustees will have:

- Connections within Barnet - with local businesses, schools, faith groups, local government & councilors;
- Experience of the youth sector, as a service user, volunteer or employee.

We care about making sure that YBF is governed by Trustees who represent the community of Barnet. That's why we're running an open recruitment process with 'blind' sifting. That means that someone (not on the selection team) will remove any information which could lead to unconscious bias. 'Blinding' processes has been shown to be an effective way of reducing unconscious bias in application processes.

**If you would like to apply, please send a CV and cover letter to
recruitment@youngbarnetfoundation.org.uk**

- Your CV should list your previous employment and voluntary experience and any relevant qualifications. We'd like to know what you were responsible for delivering, and any achievements you are proud of.
- Your cover letter should explain why you are interested in becoming a YBF Trustee. We'd like to know what skills and experience you will bring and how they will help us deliver our work.

Once we have processed all applications, a panel of YBF staff and trustees will assess skill sets and experience and if we feel you could be a good fit for our organisation, we will be in touch to arrange an interview you.

Contact Us

020 3621 6090

info@youngbarnetfoundation.org.uk

www.youngbarnetfoundation.org.uk

Charity Reg: 1164713

The wonderful organisations and the young people that we serve come from a diverse range of backgrounds - they speak dozens of different languages, have a wide range of ethnic backgrounds and experience a broad range of different traditions, religious and cultural influences. We want our organisation to offer the best possible support to the children and young people's voluntary and community sector. We believe that in order to do that we need to be proactive about:

- Offering all young people, a diverse range of role models;
- Ensuring that our decision-making processes are informed by a range of different perspectives;
- Ensuring that our organisation reflects the community it serves.

We are therefore particularly keen to encourage applicants to our Trustee Board who come from black and minority ethnic communities, who are currently underrepresented on our board.

Our approach in general:

We are keen to harness different perspectives, experiences, and talents in order to best serve the culturally rich and diverse community of Barnet. We consider diversity to embody all the differences – life experiences, work experiences, perspectives, cultures, ethnicity, gender, age, disability, religion, class, sexual orientation and other aspects of life – that make us unique individuals. We therefore welcome and encourage applications from people of all backgrounds. We are committed to ensuring that all applicants are treated fairly and with respect, irrespective of their actual or assumed background including gender, sexual orientation, marital status, age, race (including colour, nationality and ethnic origin), religion/belief or disability.

Recruitment Process

If your application is successful, you will be invited to an informal meeting with the Chief Executive of the Charity and/or the Chair of Trustees to discuss the role. You are encouraged to use this opportunity to ask any questions and fully understand the organisation and the trustee role. You will then be invited to observe a board meeting so that you can get to know the organisation and meet the other board members, before an interview conducted by 1-2 trustees and the Chief Executive.

Term and Time Commitment

- The term of a member of the Board is three years, after which Board members may be re-elected for a maximum period of 6 years. There will be a six-month Trustee probation period;
- The Board meets at least 6 times a year, with additional operational meetings, sub groups as necessary;
- Trustees are expected to plan to attend all meetings. Meetings are usually held in the evening;
- In addition to Board Meetings, other contact – usually electronic or by telephone – will be necessary;
- Trustees are expected to make a regular commitment to additional meetings / events as needed;
- The time commitment for a trustee is expected to be up to a day a month (8 hours)
- Trustees are required to make a commitment to supporting the organisation's fundraising initiatives.

To apply:

email a CV and covering letter to recruitment@youngbarnetfoundation.org.uk