

FEB 2024 Candidate Briefing Pack for the role of Trustee



Company No: 10229618
Charity No: 1173430

CONTENTS



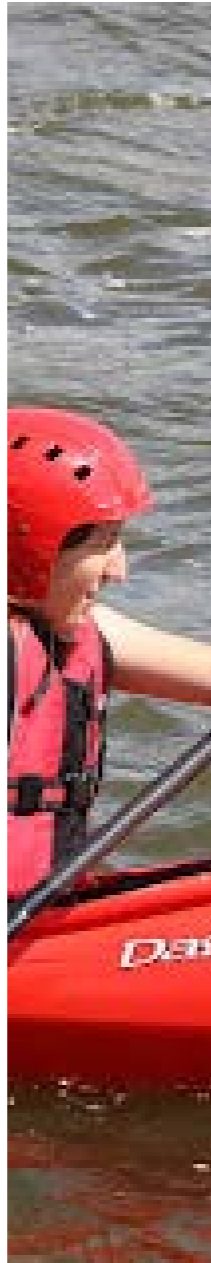
04

Dear Applicant



06

Our Story



07

Introduction to Space



08

Our Vision, Missions and Values



10

Strategic Objectives



12

Key Facts



14

Our commitment to anti-oppressive practices



16

The Role of Trustee



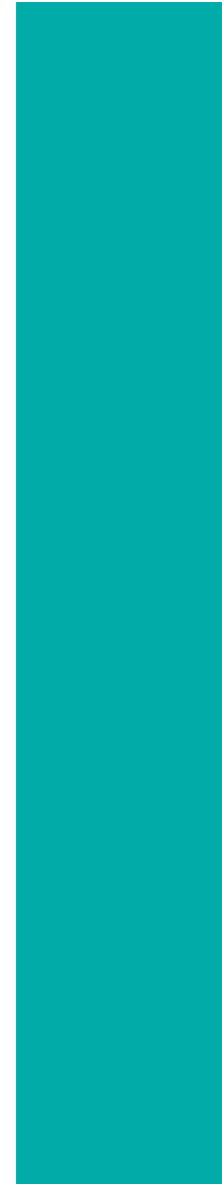
18

Person Specification



21

Process and How to Apply





Dear Applicant

We're really pleased that you are thinking of applying to join Space Youth Services (herein 'Space').

We are a young people's charity (and Company Limited by Guarantee) and have been trading since February 2017. Previously Devon County Council's Youth Service, we are now an independent Public Services Mutual (PSM) organisation.

We are passionate about young people's life chances! We recognise the need for relevant and flexible support services as they transition through their adolescence. We view young people as 'creators rather than just consumers' and believe that they have a key role in developing their own communities. They have been key in developing our vision for the future.

Our Board comprises a number of trustees absolutely committed to our vision and values. Each brings a range of expertise to the table.

We now have a vacancy for an Independent Trustee and are looking for individuals who will rise to the challenge, be forward thinking and steer the future development of Space.

Our charity is at a really positive and exciting stage of its development. Building on our solid, value driven foundations and the superb work delivered over the last five years, we are looking forward with enthusiasm to take the charity to its next level.

As well as having a passion for the future for young people's services, you will bring a determination to help drive organisational development and strategic direction in line with our charitable objectives. This is a challenging role and represents a unique opportunity to be part of an exciting period of development for young people's services across Devon and beyond.

Like other youth organisations across

the country, Space and its partners are working in challenging financial, social and political environments. At the same time, youth worker's knowledge, skills and attitudes to young people's development have been in increasing demand across allied professions, including social work, education, community safety and health.

We aim to be ambitious and progressive. Despite a backdrop of financial austerity, we want to ensure our services continue to develop and grow to respond to local community needs, wider policy agendas and the ever-changing needs of young people.

Space is more able than ever to demonstrate our value and impact when working with individuals, groups of young people and with other community-based organisations. We also know that our work contributes significantly to the wider services young people require as their needs ebb and flow throughout their

teenage years.

We aim to realise our ambitions by collaborating with others and minimising duplication and competition. We already contribute to collaborative national, regional and local partnerships to improve our services and those of others and will continue developing this approach.

Your experience and commitment could help us realise Space's vision of "Unlocking potential with young people and their communities". Thank you again for your interest and we look forward to hearing from you.

- Kate, Trustee



Introduction to Space

Space was founded as a Public Services Mutual (PSM), with charitable status, and works to the principles of partnership, openness and employee engagement.

Space:

- Inspires, supports, educates and welcomes all young people
- Advocates for and with young people and their communities - even those who choose not to use our services
- Openly engages and collaborates with partners
- Provides inclusive and accessible services
- Provides a continuum of professional, dynamic, high-quality services
- Evolves through innovation and responsiveness building a progressive, inspirational organisation. In doing so, we contribute to key cross-cutting local and national outcomes, including economic prosperity, health and wellbeing, resilience and safety

In a landscape that has seen young people's services decimated across the country, we aim to be a beacon, demonstrating that with determination and innovation, young people can still have the crucial services they require during their transition to adulthood – services that can assist them to continue playing a full and productive role in their communities.

Our Story

2016

'DYS Space Ltd' was formed in June 2016 as a registered charity, company limited by guarantee and as a Public Service Mutual.

2017

We 'spun out' of Devon County Council and started trading in February 2017.

2020

Retained Devon Youth Service Contract

2021

Completed the Atlantic Youth Creative Hub multinational youth project

Created a new online youth club (Discord) in response to lockdown measures closing physical Youth Centres

March 2021 we delivered food parcels to over 664 families in need across Devon

2023

Our founding CEO Kev Henman retired, leading to change in the leadership structure of Space. In this year also we saw our youth centres and services reach over 7,000 young people, more than ever!

Our Vision, Missions and Values

Unlocking potential with young people and their communities

Our Vision is predicated on the principle of 'doing with' rather than 'doing to' young people and their communities. We place a strong emphasis on developing meaningful relationships with a wide range of strategically important partners, including Local Authority Education and Social Care departments, the Police, Health, academies and a range of local, regional and national Voluntary and Community Sector (VCS) organisations.

Advisory groups (Staff Progress and Young People's Progress Groups) have been established (directly aligned to the Board of Trustees), enabling employees and young people to influence and develop service delivery.

Space reinvests any surpluses to further our strategic objectives. We have refreshed our business model to enable us to deliver more youth services across Devon and beyond. By developing new services and securing funding from different sources, Space aims to become more financially sustainable, relying less on traditional forms of income.

We provide a diverse range of services, programmes and activities, ensuring that local authorities and other statutory partners can continue to deliver their statutory obligations to young people, as well as delivering a broad range of other community-based outcomes.

Space is committed to developing new service lines. We continue to secure contracts which align with our vision, mission and values and access external grant funding to enhance the offer available to individuals, communities, partners and other public bodies.

Our values have been identified by staff and Trustees as the behaviours that underpin our organisational culture. These values drive Space, influencing the way decisions are made:

Vision:

Unlocking potential with young people and their communities

Mission:

Being innovative in a range of settings, we deliver professional youth work, community projects and other services to ensure young people have the best opportunities to succeed.

Values:

Integrity:	Doing what's right, even when no-one is watching
Respect	Interacting with fairness, kindness and dignity
Determination:	We give people a second chance, and a third, fourth, fifth...
Collaborative:	Doing great things together and with others
Accountable:	Managing risk, taking responsibility and being accountable to each other and our stakeholders
Dynamic:	Creating fun and a little bit of weirdness



Strategic Objectives

We're DETERMINED to unlock more potential over the next 5 years
 We developed our strategic objectives in collaboration with young people, colleagues, trustees and partners.

Strategic Objective 1

We will reach more young people and their communities across Devon (and beyond) by:

Always starting with the young person, wherever they are at:

- With voluntary engagement and starting from their strengths
- Creating safe spaces which are open to all young people
- Providing young people with somewhere to go, something to do & someone to talk to

Expanding the range of opportunities and scope of services for young people:

- Improving practice, creativity and needs-led approaches
- Expanding channel choice for young people - digital, phone, text, face-to-face - wherever they may be

Sharing knowledge & understanding:

- Demonstrating evidence and impact for young people
- Improving research, marketing & communications to share young people's achievements
- Recognising young people as the experts of their own experiences

Strategic Objective 2

We will always be an outstanding, values-driven organisation by:

Creating leaders of the future:

- Developing young people, colleagues and growing talent
- Being grounded in anti-oppressive practice
- Delivering continued professional development and training for all
- Employing professional staff to deliver professional services

Working collaboratively with others:

- All partner's interests matter
- Leading and developing the Youth Work in Devon Partnership
- Seeking new, and maintaining established partnerships with those who share our values
- As a Public Services Mutual our decisions are always in young people's interests

Ensuring we are sustainable and resilient:

- Targeting funding which creates more opportunities for young people's needs and interests
- Growing the charity and its income, to be financially sustainable
- Create a supportive and flexible working environment

Strategic Objective 3

We will advocate for a diverse, inclusive, and sustainable world by;

Reducing inequality and challenging oppression:

- Advocating for young people and their communities
- Challenging unjust societal norms with young people and their communities

Delivering social, environmental and political education:

- Supporting young people to understand their rights and responsibilities
- Being conscious of the world we share
- Minimising our impact on the environment:
- Continuously adapting working practices to prioritise planet and people
- Educating young people and communities on environmental impact and awareness

Key Facts

We operate from 9 well equipped Youth and Community Centres across Devon, located in Bideford, Okehampton, Barnstaple, Tiverton, Exmouth, Exeter, Ottery, Newton Abbot and Totnes, as well as our alternative education school, Chances. We utilise a fleet of vehicles to run our services and reach more young people.

Over 3000 young people directly used our services in the last year. Many more thousands are supported through our direct support to over 40 other youth organisations

We have approximately 125 dedicated staff, most of whom are part time.

Our annual turnover is between £3.5 and £4m. For further information see Signed accounts 2021/22 and our website.

We currently deliver the following service lines:

- **Open access** evening youth provision open to all young people in specific age ranges
- **Targeted 1-2-1** work with young people with more complex needs, including many referred from a range of partners such as Social Care, schools, CAMHS etc.
- **Online and digital services** via our virtual youth club (Discord) and Zoom
- **DofE** awards for young people with protective characteristics
- A variety of support packages for many other VCS youth organisations across Devon (delivered with our key partner, VOYC)
- Our **Chances Educational Support Service** for those young people struggling in mainstream educational settings
- **Social prescribing** services for young people
- **Peer research** initiatives - employing young people with lived experience, to research how other young people get involved in and escape from exploitation and violence
- **Hospital in-reach** service in the Exeter area
- Lead partner for the peninsula-wide **Assertive Outreach** Service across Devon, Torbay, Plymouth and Cornwall. Reducing anti-social behaviour and positively engaging young people in communities
- **Education Support Services**, working with and in schools to help them and students thrive
- **Street based** youth work targeting young people at risk of serious violence and exploitation, and connecting more young people to support services
- Dedicated **LGBTQ+ sessions**
- Dedicated **SEND sessions**
- Other partnership projects across Devon

What we do

Young people's needs fluctuate up and down through life's successes and challenges. We provide a continuum of services and interventions aimed at being agile enough to flex as young people's needs change and evolve.

Digital & Creative Hub

Chance's School

Targeted One to One Support

Open Access Youth Work

Social Prescribing

Social Action & Volunteer Mentors

Hospital Inreach

Street-Based Youth Work

Research & Consultation

Educational Support Services

ASB Assertive Outreach

Training

Duke of Edinburgh Awards

Community VCS support Small Grant Fund

Young People with Care Experience

Our commitment to anti-oppressive practices

Space is continually striving to be an inclusive organisation. Equality, diversity and inclusion are threads that run through all our work, and should run through all our relationships with colleagues, partners and all those we work with. We go beyond the approach described by the Equality Act 2010 and choose to take an anti-oppressive approach to our work and how we behave as an organisation. We recognise that some groups and individuals have a shared history of oppression, have experienced an imbalance of power and often suffer systemic inequality. We strive to identify where and when this happens, call it out and take action for social justice. We reflect on our internal systems and processes, practices and where we inadvertently create barriers for people to engage. This is a continuous journey and one we haven't got right, yet.

If you join us, we're looking for people that feel that they can bring their whole selves to work, can add to our culture and challenge us along our learning journey.

We encourage applications for this role from all backgrounds in respect of ethnicity, disability, gender, sexuality, religion and socio-economic background.

Space is deeply committed to inclusive recruitment practices, so during the application process we commit to:

- Paying for childcare and other care costs whilst you are attending interviews
- Paying for your travel costs to attend the interviews
- Making any reasonable adjustments – for example ensuring we have a sign language interpreter organised in advance if you require them
- Offering a guaranteed first stage interview for candidates with disabilities who meet the minimum requirements for the role.

If there is anything you are concerned about or think we could provide, please let us know.



The Role of Trustee

Becoming a Trustee for Space provides an exciting and challenging opportunity to help shape the future development of youth services across Devon and beyond. We are looking for candidates who will bring passion, drive and skills that will add value to Space. This expertise could include any number of skills beyond youth work, administration, management and teaching skills. All Trustees learn and develop on the job.

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About the Board of Trustees

The Board currently comprises ten Trustees, seven Independent Trustees (including the Chair) and three Staff Trustees (including the CEO). We have recently amended our Articles to allow for more Independent Trustees. These are part-time, voluntary roles, requiring a commitment to an evening meeting of 2-3 hours every other month, plus an annual strategy day. As a Board member you will be both a Director of the company and Trustees of the charity. This will entail having duties and responsibilities under company law and charity law. Whilst not onerous these must be taken seriously. More information regarding being a Trustee and the duties and responsibilities involved can be found [here](#)



Principal Responsibilities

Trustees will:

1. Commit to an evening meeting of 2-3 hours every other month, plus an annual strategy day
2. Work closely with the Chair and other Trustees during their period of appointment
3. Ensure that Space complies with its governing document and pursues the objectives defined in it
4. Ensure that Space deploys resources exclusively in line with its objectives – the charity must not spend money on activities which are outside its objectives
5. Contribute actively to the Board's role in giving strategic direction to the CEO and wider organisation, setting overall policy and evaluating performance
6. Safeguard the reputation and values of Space
7. Ensure the efficient administration of Space
8. Ensure Space's sustainability
9. Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
10. Work with other trustees alongside the CEO to monitor his/her performance Space Youth Services

In addition, and with other Trustees, each Trustee must hold the charity 'in trust' for current and future beneficiaries by:

1. Ensuring that the charity has a clear vision, purpose and strategic direction and is focused on achieving these
2. Being responsible for the performance of the charity and for its 'corporate' behaviour; ensuring that the charity complies with all legal and regulatory requirements
3. Acting as guardians of the charity's assets, both tangible and intangible, taking due care over their security, deployment and proper application
4. Ensuring that the charity's governance is of the highest possible standard

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the Board make good decisions.



Person Specification

Commitment to advocating for and implementing Equality, Diversity and Inclusion practices and challenging discrimination.

An understanding or interest in the issues and opportunities facing young people from all backgrounds and a full understanding of how youth work can address and realise these

An understanding of the challenges of leading an organisation in its development, or in periods of significant change

Impartiality, fairness and the ability to respect confidence

Willingness to attend occasional daytime and evening events

A passion for supporting young people to reach their potential

Experience of supporting a developing organisation that consistently evaluates and improves its services.

The ability to monitor, understand and respond to national youth, education and other policies which impact on young people and their communities

Comfortable with 'measured' risk and innovation

Willingness to attend Board meetings and be available for and respond to telephone calls and electronic communication from the Leadership Team of Space

Great communication skills with an ability to influence and negotiate successfully
A 'can do' attitude

Desire to lead and inspire a team of professional, committed and motivated staff

Commitment to Space and a willingness to devote the necessary time and effort

Preparedness to make unpopular recommendations to the board and a willingness to speak their mind

Understanding the value of Space and willingness to grow awareness of the range of services on offer

Ability to think strategically and creatively with good independent judgement

Ability to understand, analyse and challenge a range of information

Willingness to be available to staff for advice and enquiries on an ad hoc basis

An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

An understanding of the roles of the Chair, Trustees and CEO



Eligibility

- Applicants must be over the age of 18
- You will not be able to apply if you:
- Have an unspent conviction for an offence involving dishonesty or deception
- Are currently declared bankrupt, or are subject to bankruptcy restrictions orders or an interim order
- Have an individual voluntary arrangement to pay off debts with creditors
- Are disqualified from being a company director
- Have previously been removed as a trustee by either the Charity Commission or the High Court due to misconduct or mismanagement

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under S.181(2) of the Charities Act 2011. You will not be able to apply if you are “associated” with Devon County Council. “Associated” means that you are currently an elected member or an officer of Devon County Council or have been an elected member within the preceding 4 years. This restriction is necessary to ensure the organisation’s independence in the eyes of the Charity Commission.

Process and How to Apply

Deadline for application: 15th April 2024

Interview dates: Following weeks

Thank you for your initial interest in this opportunity to join Space’s Board of Trustees.

We ask that you send a copy of your CV together with an Expression of Interest of no more than two sides of A4 addressing the following:

- What are your motivations for applying for the role of Trustee
- What area of expertise and what value do you feel you can bring to the role

To ensure fairness to all applicants, any decision to shortlist you for initial telephone screening will be based solely on the information that you supply on your CV and Expression of Interest. Therefore, it is important you give as much information as possible regarding why you wish to apply and what you think makes you a suitable candidate.

Completed CVs and Expressions of Interest should be sent by email to:

recruitment@spacepsm.org

Please note that by submitting your application you are giving consent to the information that you provide as part of your application being stored and used in the selection process. In line with the Data Protection Act 1998, all information about you will be securely held, with access restricted solely to those involved in the appointment process. Your data will be destroyed within 2 years unless you are appointed as a Board Member.



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Charity Number 1173430.

Find us on:

