



Candidate Pack
Trustee Treasurer

HELLO!

The Key is a North East charity committed to inspiring young people to believe in themselves, especially those living in deprivation and facing challenging personal circumstances. We want to create a world where all young people are inspired to believe in themselves and are empowered to achieve their full potential.

Our work is built upon four core pillars that young people should be:

- Empowered to **use their voice** and be heard
- Trusted to lead and deliver **projects and activities** meaningful to them
- Supported to build the **skills and confidence** they need to thrive
- Inspired to become active citizens by exploring **enterprise or tackling social issues** in their community

Our core pillars are supported by our organisational values of:

- **Collaboration:** We achieve more together than by acting alone
- **Focus:** We keep sight of the goal to achieve our mission
- **Growth:** We constantly strive to be the best we can be



About us

WHAT WE DO

The Key began life over thirty years ago when a determined group of North East young people, youth workers and academics developed a model to engage and support young people to build skills. Over time, the model evolved into a programme to provide young people with an opportunity that empowers them to have voice and agency as they choose and lead their own activities. Today, we call our trusted development programme, the KEY+ Challenge, and its used daily by almost 90 partners throughout the North East.

THE KEY+ CHALLENGE

The KEY+ Challenge, brings young people together in small groups and with the support of a KEY+ Facilitator (trained programme deliverer), they're set the challenge to:

1. **Think** of a project or activity
2. **Plan** what is needed for that project, including a budget
3. **Pitch** their project to a panel of volunteers
4. **Do** their project if given the go ahead by the panel
5. **Review** and reflect on their project, learning, and development.

Young people complete this process up to three times, each time planning more progressively challenging projects with greater personal development. Delivering their first KEY+ project is a great achievement for young people, delivering their second stretches young people further and enhances their skills and at Stage 3, they explore enterprise or social action with their project, providing a way to take action and contribute to their communities.



Our Strategy



OUR CURRENT THREE YEAR STRATEGY

In our current three year strategy, we set out to be clearer and simpler with how we talked about The Key and the KEY+ Challenge. We relaunched our messaging to focus on providing young people with the four pillars mentioned earlier.

With the youth services ecosystem changing, we began to rethink how The Key works more effectively with the organisations working directly with young people most in need of opportunities. We used this learning to focus on four initiatives:

- **Launching the KEY+ Challenge** which is a refreshed version of our programme. KEY+ is simpler, clearer, and streamlined with improvements in several areas.
- **Building a new digital platform** to replace the old one which was no longer fit for purpose. We retrained and transferred all of our delivery partners onto the new system, and it's been live since May 2022. This system is easier to use for our partners and provides us with better analytics to capture impact.
- **Building a new website** to better tell the stories of young people's achievements. We know that those stories are vital alongside our analytics data to help us demonstrate impact and to learn.
- **Securing funding arrangements that also support our delivery partners** with the running costs they need to open their doors and run the KEY+ Challenge with young people.

Combined, this work has led to significant new investment for The Key from various sources, including the NCS and UK Shared Prosperity Fund amongst others. We are well positioned to offer the KEY+ Challenge as an excellent way to play a significant role in young people's lives through a variety of avenues including the Government's National Youth Guarantee which envisages young people will have access to regular out of school activities, development of skills, and opportunities to volunteer.

FUTURE STRATEGY DEVELOPMENT

Our new strategy will launch in April 2025. We have recently appointed a new CEO and are spending time identifying strengths and development opportunities, to develop a robust three year strategy that positions The Key for the future. Trustees are involved in the strategy development process and will set the direction of travel based on needs of young people and local and national intelligence.

KEY+ in Action



KEY+ STORY

2023/24 KEY STATS

995

unique young people were supported to participate in KEY+



They used their ideas and took the lead to think, plan, pitch, do & review

248

of their own projects or activities

Including:

- Food hamper support for struggling families
- Group bonding experiences
- Community fun days
- Environmental campaigning projects



Young people developed their skills by an average of

18%

leading to increased confidence, resilience and self-esteem - a 'growth mindset'



98%

of young people reported improved confidence thanks to KEY+

99%

of young people asked, said KEY+ will have a positive impact on their future



The Lionesses

A group of young women not in education, employment or training joined forces through The KEY+ Challenge. The group wanted a better future and found being NEET was hard with many of them facing additional challenging personal circumstances that had led them to that point including dealing with severe anxiety, living with ADHD & autism and being involved in the justice system.

The young women grouped together and battled nerves and anxiety to deliver three pitches to panel. Their first saw them do a group bonding trip to Flamingo Land and their second sparked their enterprise journey.

Using the proven five step process, they began their own eco-friendly candle making business at Stage 2 learning all about budgeting and how to create candles. They took it further at Stage 3, learning about profit margins, how to sell their items and promoting their own mini candle business.

The Lionesses' KEY+ experience transformed the young women and they are now on positive pathways no longer involved with the police or NEET. Two group members moved into full time employment, one into part-time work placement whilst at college and three back into education.

KEY YOUNG PEOPLE QUOTES

"We know each other a lot better. We can come to each other when we have problems & don't feel afraid."
- Will, KEY+ completer

"It has helped me gain confidence around people and work in a social environment. It helped me realise that I can achieve what I believe and encouraged me to get into the world and explore."
- Ellie, KEY+ completer

"Taking part in KEY+ made me more resilient because I know how much the work we do means; in the future it'll make me more ambitious also because I know what I can achieve now, so why not go further? I wish everyone could experience it."
- Jessica, KEY+ completer

"We developed our problem solving, communication, team working, and independence skills. It has helped us develop our character more and learn new life skills that will help us in the future with jobs."
- Emy, KEY+ completer



Why us



WHY BE A TRUSTEE FOR THE KEY

We are seeking a new Trustee Treasurer to support our journey as we continue to grow the reach and deepen the impact of the KEY+ Challenge. We'll be working in areas where deprivation and poverty are prevalent, with young people who are facing additional barriers.

As a trustee you will:

- Have the opportunity to inspire belief in young people through the KEY+ Challenge
- Work alongside and support a skilled and dedicated team and board of trustees
- Play a significant role in an exciting period for a long-serving North East youth charity



Liz Watchorn
The Key's Chair of Trustees

A few words from our Chair

"On behalf of The Key's board, hello and thank you for your interest in our trustee vacancy. We have a strong set of core beliefs, collaborative values and a real drive to see as many young people as possible complete our refreshed and impactful programme, The KEY+ Challenge.

We have a dedicated board of trustees with a strong mix of backgrounds, experience and a passion to inspire belief in young people.

Together, we can inspire belief in young people who need it most."



Rebecca Maw
The Key's CEO

A note from our Chief Executive Officer

"We are looking for a passionate Trustee Treasurer to join our board and inspire belief in young people. We welcome interest from a wide range of backgrounds, and previous board experience is not essential.

The Key has a long history of supporting young people across the North East to develop their skills and confidence, and we are seeking a treasurer to support us to develop the future of The Key, whilst ensuring financial compliance and stability.

We would be delighted to hear from you."

The Role

Role Description: Treasurer

Purpose of the Role:

Our volunteer treasurer plays a pivotal role in ensuring the organisation is well governed and complies with all financial legislation and good practice relating to charities and charitable income.

The Key has a Finance and Admin Coordinator who undertakes day to day finance tasks and book keeping. We have an external accountant who generates management accounts and supports preparation for Independent Examination. The role of The Key's Trustee Treasurer is to work with the CEO to review quarterly management accounts and set the agenda for the Finance and Risk Committee, as well as supporting any requests to add expertise to project proposals and financial plans which differ to usual ways of working.

The treasurer will work with our CEO, the Chair, internal team and external accountant to ensure income and expenditure are in line with forecast / budget and will work to understand any variances. Our treasurer will support the team in ensuring that processes and systems are fit for purpose, reflective of the size of the organisation and do not add an unnecessary burden.

Responsibilities:

- Oversee the financial affairs of the organisation and ensure they are legal, constitutional and within accepted accounting practice
- Ensure proper records are kept by The Key and that effective financial procedures and controls are in place, e.g. bank signatories, purchasing limits, purchasing systems, petty cash/ float, salary payments, pensions, PAYE and NI payments
- Monitor and report on the financial health of the organisation at board meetings (balance sheet, cash flow, fundraising / income generation performance etc)
- Oversee the production of necessary financial reports/returns, accounts and audits
- Make committee members and other trustees aware of their financial obligations and take a lead in interpreting financial data for them
- Regularly report the financial position
- Chair the Finance and Risk Sub Committee
- Oversee the production of an annual budget and propose its adoption at the last meeting of the previous financial year
- Appraise the financial viability of plans, proposals and feasibility studies, as required
- Work with the CEO to appoint and liaise with auditors / independent examiners

The Role

Role Description: Treasurer Cont.

Person specification

- Passion for inspiring belief in young people
- Willingness to devote the necessary time and effort
- Integrity
- Good, independent judgement
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a board member to take decisions for the good of The Key
- Knowledge, skills and experience in charitable finance and accounting practices
- **Previous Board experience is not essential**

Commitment:

- The required time commitment is around 6-7 hrs per quarter
- Trustees are expected to complete an induction programme during their first 6 months as a trustee of The Key, which is designed to help them understand the organisation and their role on the Board
- Trustees are expected to attend all board meetings. Board meetings are held in person four times a year at The Key's office, typically on Thursdays from 4.30pm - 6.30pm
- Trustees are expected to attend one additional 'Away Day' each year which is allotted to strategic planning. It is usually held in January and can take up to 5 hours. Venues vary, but tend to be held in the Newcastle / Gateshead area
- Trustees are expected to attend the annual general meeting (AGM) of The Key, which takes place in the autumn immediately before a board meeting and lasts 30 minutes
- The treasurer will be asked to join and chair the Finance and Risk (F&R) Sub Committee. It meets online four times a year, two weeks before board meetings, for approximately one hour. The treasurer will meet with the CEO to set the agenda one week in advance
- Trustees may be asked to join a 'Task and Finish' group from time to time as need arises
- Papers are distributed one week in advance of meetings. Meeting papers should be read in advance of the meeting
- Trustees are invited to become Volunteer Panel Members who make up our friendly dragons den style panel who listen to young people pitch their project ideas, however this is not essential
- Trustees can claim out of pocket expenses incurred in travelling to meetings
- Trustees serve an initial term of three years, followed by additional terms of service, by agreement between the trustee and the board

Apply

HOW TO APPLY

We are committed to equality, diversity and inclusion, and we welcome applications from all sections of the community. Previous board experience is not essential.

We encourage conversations with prospective trustees in advance of an application being submitted. Please contact Rebecca Maw, Chief Executive Officer for an informal chat via email rebecca@thekeyuk.org.

If you think this could be the opportunity that you are seeking, please email a CV and short covering letter to rebecca@thekeyuk.org.

Deadline: Sunday 3rd November

RECRUITMENT PROCESS

We intend the recruitment process for The Key's Trustee Treasurer to follow:

- Informal discussion with CEO online or by phone
- Submission of CV and covering letter by email to CEO
- Applicants who are shortlisted will be invited for an informal discussion in person with the Chair and one or two trustees



“ I really did feel empowered and it changed the way I thought. It left me thinking nothing was beyond my reach. ”

CRAIG



“ The Key helped me no longer feel alone. It helped me feel part of a team and I am so much more confident now. ”

MATT

