**Treasurer-Trustee – Youth Mentoring Charity**

Camberwell- London Borough of Southwark

Unpaid role, expenses paid

Voluntary, 5 Hours per month (approximately)

**ABOUT THE ROLE**

Step-Out Mentoring is an early intervention mentoring organisation that provides support for children and young people in the heart of South London through outdoor based 1:1 mentoring and group workshops.

We work with children and young people aged 8-18 who are disengaged with education and/or life and struggling with isolation and loneliness. We work to support them in forging a way through life, encouraging them to thrive and become positive change makers in their communities.

We are at an exciting stage in our organisation where we are setting up a new board of trustees to help us develop to the next stage. We are seeking a treasurer to join our board of trustees with knowledge, networks and understanding of the local landscape to enable us to better serve the needs of young people and families in Southwark and Lambeth.

Working closely with the Director, your expertise will be invaluable in building relationships with key community stakeholders, potential partners, and donors. Your expertise will be instrumental in raising the profile of Step Out Mentoring and securing resources to support our work. You will also contribute to wider governance and strategic direction of our organisation alongside your fellow trustees.

Step Out Mentoring is comprised of a highly committed group of local volunteers who give their time and expertise to support young people and are critical in enabling us to thrive. You will have opportunities to work together with them and members of the staff team in this role and see how we work and deliver impact for people who need it most.

We particularly encourage applications from people with lived experience of the challenges young people are facing, women, people of the global majority, people with disabilities and members of the local community.

**What will you be doing?**

We're looking for a treasurer who can take Step Out Mentoring to the next level by providing expertise in the area of finance. You will be working closely with the Director to develop strategic plans, focus and a high-quality service that serves the local community. There will be termly trustee meetings as well as individual meetings with the staff team, opportunities to support our community events and engage with the wider service we offer to young people.

**What are we looking for?**

The responsibility of the Treasurer is to maintain an overview of the charity's affairs, ensuring its financial viability and that the charity has policies and systems in place to ensure robust financial planning, implementation and reporting.

**Key Tasks**

**Specific financial duties:**

* To draw any major financial concerns to the attention of the Board of Trustees and Senior Management Team in a timely manner.
* To review the financial implications of the charity’s strategic plans and Board decisions.
* To support the review of the reserves and risk management policies in relation to finance, ensuring the Board of Trustees is regularly kept updated.
* To ensure that appropriate accounting policies and procedures are in place and adhered to and reporting any significant issues to the Board.
* To present the Annual report and audit to the Board, and the Treasurer’s report to each Board meeting to ensure that the Board is aware of the current financial status of the organisation.
* To work with the Senior Management Team and external auditors on financial issues and ensure that the organisation’s finances are responsibly managed for the betterment of the organisation’s work and for the beneficiaries it serves.
* To implement a robust long-term Finance Strategy and Investment Strategy in line with the charity’s objectives and growth.
* Ensuring that the charity has appropriate reserves and investment policies.
* Ensuring that appropriate accounting procedures and controls are in place.

**The duties of a Trustee are to:**

* Ensure that Step Out Mentoring complies with its constitution/memorandum and articles of association, charity law, company law and any other relevant legislation or regulations
* Contribute actively to the board in giving firm strategic direction, setting overall policy,

defining goals, setting targets and evaluating performance

* Attend Board meetings, adequately prepared to contribute to discussions
* Safeguard the good name and values of Step Out Mentoring
* Ensure the effective and efficient administration of Step Out Mentoring
* Contribute to the broader promotion of Step Out Mentoring’s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
* Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the charity.
* Ability to think creatively and strategically, exercise good, independent judgement and work

effectively as a board member.

* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Personal empathy for our vision and mission.

**Person Specification**

**Essential**

* Qualified accountant with demonstrated commercial awareness and knowledge
* Knowledge of charity sector finances.
* Competent use of IT skills
* Ability to communicate and explain financial information to members of the Board
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship –
* Good communication and leadership skills, and an ability to work effectively as a member of a team
* Integrity and good, independent judgment; analytical and evaluation skills
* Skills to analyse proposals and examine their financial consequences.
* Understanding of the legal duties, responsibilities and liabilities of trusteeship.
* An understanding of issues affecting the charity sector, both internally and externally.
* Able to attend meetings outside of work hours.
* A commitment to Step Out Mentoring and willingness to devote the necessary time and effort to the charity, and to act as the charity’s ambassador to external bodies, charities and companies.

**Desirable**

* Experience of working for a charity or other similar organisation
* Strategic vision
* An ability to think creatively
* A willingness to speak their mind
* Knowledge and understanding of the challenges that young people in South London face.

**Terms of Office**

1. Trustees will normally hold office for a two year term.

2. This is a voluntary position.

**Before you apply**

If you would like to have an inform chat about these roles, please do get in touch with us.

Please provide a cover letter and complete the application form detailing why you are interested in this role and your relevant experience. Shortlisted candidates will be invited to interview.

Deadline: Applications are open until we fill the role.

Email applications to: [jobs@step-out.org.uk](mailto:jobs@step-out.org.uk)

All trustees will be subject to an enhanced DBS check if appointed.