

**Trailblazers Mentoring**

Trustee Recruitment Pack October 2023

Dear applicant

Thank you for your interest in serving as a trustee for Trailblazers Mentoring. This pack provides details about the opportunity and our organisation.

Our services are designed to help young offenders (aged 18 to 35) transition from custody to independent living by providing tailored pathways to rebuilding their lives back in the community, significantly improving the lives of individuals, their families and local communities. Critically, our support helps young people to break the cycle of re-offending and improves their chances of securing employment.

Our treasurer is leaving after six years in post, and we’re now seeking a new trustee to fulfil the role. As treasurer you will maintain an overview of the charity’s financial affairs, ensuring that effective and appropriate financial measures, controls and procedures are in place, and reporting to the Board of trustees at regular intervals on financial matters. Full details of the role are provided below.

We’re looking for candidates who share Trailblazers’ vision that everyone should have a second chance in life, irrespective of the circumstances that led them to prison. Our approach, values and ethos are centred on the individual needs of our mentees and is central to the services provided by our wonderful team of staff and volunteers.

You should have some understanding of the obligations and responsibilities of charity trustees; an accountancy qualification; be prepared to adopt a hands-on approach when needed; and exercise strong, independent judgement.

We welcome applications from candidates across the country. Travel into London will be required for some Board and finance meetings, though most meetings are held remotely via Zoom.

We care deeply about equity, diversity and inclusion, and encourage under-represented candidates to apply for this post, including those with lived experience of the criminal justice system, people of colour, LGBTQ+ individuals, people with disabilities, women, and those with protected characteristics.

You can find out more about our work at Trailblazers on our website: <https://www.trailblazersmentoring.org.uk/>

or via LinkedIn: <https://www.linkedin.com/company/trailblazers-mentoring-ltd./>

Useful information on the roles and responsibilities of charity trustees may be found on the Charity commission website <https://www.gov.uk/government/organisations/charity-commission>.

**To apply, please submit a CV along with a short covering letter stating why you are interested in joining our Board and outlining your qualifications. Please submit via Charity Jobs by close on Friday 24th November 2023.**

We look forward to receiving your application.

**Carina Kemp, Chair and Tom Pauk, Deputy Chair**

**I About Trailblazers Mentoring**

Trailblazers provides mentoring support to around 130 young offenders annually, both in prison (six to nine months leading to their release) and for a further period (up to 12 months) in the community post-release. Our aims are to prevent re-offending and improve outcomes for mentees through intensive weekly, one-to-one mentoring sessions conducted by a large cohort of volunteer mentors. Mentoring is augmented with practical support to ensure the basics for re-settlement are in place at the time of a mentee’s release and in the early months post-release, a critical period for many. Our work encourages, educates, and inspires mentees to shape their own futures and achieve full, varied, and independent lives, making a positive impact on their families and communities.

We run projects in four prisons: HMP Brixton and HMPYOI ISIS, London; HMP Brinsford and HMP Featherstone, West Midlands. Trailblazers has 9 full-time staff, 70 volunteer mentors, and has established formal partnerships with Severn Trent Water, Bridge Recruitment, Bounce Back, Redemption Roasters and the Media Trust.

Trailblazers has built a solid reputation for consistently high quality and personalised support. We’ve mentored around 3,000 young people since we were founded twenty-five years ago, achieving significantly reduced reoffending rates over that time: just 9% versus a national reoffending rate of 38.4% (MOJ, 2021) within two years of release.

**II Opportunity Description**

Position Trustee and Treasurer

Salary The role is unremunerated (reasonable expenses reimbursed)

Location Some Board and other meetings held in London; majority held remotely.

**Treasurer’s key responsibilities**

The treasurer promotes prudent fiscal governance of the charity, ensuring that effective and appropriate financial measures, controls and procedures are in place; and advising generally on business strategy and the financial resources required to deliver such strategy.

Specific financial responsibilities include:

* Circulation to the Board of appropriate budgetary and financial information on the charity’s activities, including its Annual Accounts.
* Overseeing preparation of accounts in the form required by funders and relevant statutory bodies.
* Recommending appropriate accounting procedures, controls and policies.
* Overseeing the appointment of accountants and review on a regular basis.

**Appointment and Time Commitment**

* The appointment will be for an initial three-year term, extendable by up to three years.
* The board meets quarterly; twice in London (4-6.30pm) and twice remotely (5-7pm), plus an

 annual strategy awayday.

* The funding and risk sub-committees meet quarterly remotely (av. 1-1.5 hours).
* Occasionally authorising key payments and providing financial guidance to the CEO and

 Admin Manager, when required.

* All trustees are encouraged to visit our prison projects and involve themselves with fund

 raising activities including providing introductions to potential supporters or new partners.

**Person Specification**

* Commitment to the vision, mission and objectives of Trailblazers.
* Understanding and acceptanceof responsibilities of charity trustees.
* Qualified accountant.
* Computer literate with experience of small accounting systems an advantage.
* Pragmatic and practical approach essential; comfortable with ‘getting your hands dirty’ when required.
* Ability to present financial information in layman’s terms.
* Ability to listen, communicate and influence.
* Strategic vision and independent judgement.
* Able to approve payments on an ad hoc basis.
* Respond to occasional queries and support from Trailblazers’ staff.

**III How to Apply**

**Application** - to apply, please prepare CV and short covering letter.

Covering letter should:

* Tell us why you’re interested in the role.
* Provide evidence of requisite skills and experience.

Please submit your application via Charity Jobs by close **Friday 24th November 2023**.

If you would like an informal discussion prior to applying please contact either of Carina Kemp or Tom Pauk, this can be arranged by emailing Lisa on info@trailblazersmentoring.org.uk

All candidates will be notified on the outcome of their application. A date to take up the appointment will be agreed with the successful candidate and there will be an opportunity to meet trustees and key personnel, and ensure a smooth handover with our current treasurer.