



Person Specification – Young Trustee

POSITION: Trustee

As part of our commitment to diversity, equity and inclusion we actively encourage candidates from under-represented communities, individuals with lived experience of the issues we work on, and first time trustees who may not have considered themselves for this kind of role.

Since December 2019 MyBigCareer appointed 9 new trustees to its board from a range of backgrounds and professional experience. However, all of our trustees are over 30 years old and although we have a strong knowledge of the charitable and funding sector on our Board, as well as legal skills, finance, campaigning and research and charity management, for this recruitment **we will positively consider first time trustees and candidates aged 18 and above as we are seeking a candidate who brings a more current and informed perspective of being a young person in the UK today.**

LOCATION: Remote with 3-4 meetings per year in London if restrictions permit. All necessary travel and accommodation expenses will be reimbursed.

ORGANISATION: MyBigCareer

MyBigCareer believes that every individual should have the opportunity to pursue their educational or employment aspirations, regardless of their background. We also believe in a stronger society where all areas of life are more fairly represented by our population.

MyBigCareer **connects** young people with opportunities where they are supported and **inspired** to become positive **change** makers in their own lives.

Registered Charity Number: 1153880

Company Number: 8559346

7 Bell Yard, London WC2A 2JR

MyBigCareer was launched because of our concern about a lack of independent careers advice for young people – a key factor in boosting social mobility.

In the summer of 2020 in response to the global pandemic, the private equity firm Advent International donated a significant amount of money to MyBigCareer to support the growth of the charity. On this next exciting stage of the charity's journey we are looking to strengthen existing relationships, develop new partnerships and of course support even more young people.

For more information please see the website www.mybigcareer.org or contact our Chief Executive (Richard Watson richard@mybigcareer.org) or our trustee Kuldeep Kaur (kuldeep_k@hotmail.com) for a chat to find out more.

RESPONSIBILITIES

Trustees are traditionally responsible for the following:

Leadership – We would like trustees to demonstrate leadership both within the charity and externally. A trustee is someone who can offer guidance and motivation to fellow trustees and the MyBigCareer staff team as well as promoting our vision and work externally.

Governance – The board is responsible for ensuring that our charity is compliant with rules and regulations. Our existing board is particularly strong in this area and so this area isn't the most important responsibility for a new appointment. **However, the successful candidate will have the opportunity to learn about and gain insight to this area.**

CANDIDATE

It is anticipated that candidates will meet the following key criteria:

- Have an awareness of issues that affect young people today.
- Will ideally have worked with a young person's charitable organisation or be familiar with similar organisations
- Be someone with a passion for helping the disadvantaged of society particularly in helping them to aspire to the highest academic and career levels of achievement.
- Be someone with self-confidence and effective communications skills who enjoys networking opportunities
- Someone who relishes being part of a team
- Someone who may have supported youth organisations in the past e.g. youth clubs, student council or sports clubs.

BENEFITS

The successful candidate will also benefit from the following:

- Being part of a kind, friendly and energetic team
- Full induction and necessary training
- The opportunity to develop knowledge of charity governance (incl. legal, financial,
- The charity will cover all necessary expenses
- The opportunity to receive a professional coach
- The opportunity for career and professional development support
- A professional reference
- Networking opportunities with charity and corporate partners

APPLICATION PROCESS

- Email hello@mybigcareer.org to tell us you'd like to apply
- You will then be sent a link to an online application form. You can complete the application by writing your answers or recording a video of you answering them. The deadline to complete the application form is **15th April 2021**. If you have any questions then please contact us at hello@mybigcareer.org or 07399302707.
- Interviews will take place virtually w/c 26th April 2021.
- The successful candidate's first board meeting will be on **3rd June 2021**.

If you have any questions or would just like to find out more then please don't hesitate to contact us.

info@mybigcareer.org 07399302707

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