

## Role Profile

**Post:** Trustee – Facilities Management and Health and Safety  
**Location:** Mahdlo Youth Zone

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### Context of the Role

Our Vision is to empower Oldham's young people to thrive through excellent youth work.

Our Mission is to provide opportunities to raise aspirations and support young people to reach their full potential through the delivery of high-quality experiences, ensuring youth voice is a golden thread in shaping everything we do.

Mahdlo is an independent charity that relies on the support and generosity of the Oldham community to keep our doors open and to provide the services our young people want and need.

Centrally located in Oldham, our building is dedicated to young people and their families. It boldly states the importance of giving young people high-quality places to go in their leisure time. We also deliver across the borough through outreach youth work, ensuring young people have access to engage in our offer near where they live. Open seven days a week, at weekends and during school holidays, the Youth Zone's purpose is to help young people become happy, healthy and successful adults.

Young people have access to a range of activities, offering the opportunity to try new things, meet new friends and gain support from friendly, warm and positive staff and volunteers. The facilities include a 3G pitch, a gym, a sports hall and recreation area, and dance, arts, music and media suites.

Mahdlo has a proven youth service provision model aligned to community needs and supported by cross-sector funding. At the heart of Mahdlo is not only a hugely successful partnership between public, private and third-sector organisations, the local community and young people themselves but also by an overwhelmingly passionate and dedicated workforce who are committed to improving the lives of young people.

We seek individuals who are enthusiastic about supporting our cause, who care about what we do, and who can actively contribute to the Youth Zone's strategic management.

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### The Role

#### As a Trustee, you must:

- Be professional and friendly to others.
- Value everyone's strengths, fostering trusting and honest relationships with others.
- Treat everyone fairly and consistently.
- Be reliable.
- Take pride in your role as a trustee, celebrating success and looking for ways to improve.
- Act always in the Youth Zone's best interests, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom they had responsibility.
- Act as a group and not as an individual.

**Duties of a Trustee Board Member:**

- Ensure that the Youth Zone complies with charity law, company law and any other relevant legislation or regulations.
- Ensure that the Youth Zone pursues its objectives as defined in the Youth Zone Strategy and Business plans.
- Ensure that the Youth Zone applies its resources wisely and applies 'best value' principles.
- Contribute actively to the board of trustees' role in giving firm strategic direction to the Chief Executive in setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Contribute actively to Board Meetings and other appropriate events/ Youth Zone Activities.
- Safeguard the reputation and values of the Youth Zone.
- Protect the financial stability of the Youth Zone.

In addition to the above statutory duties, each trustee should use specific skills, knowledge or experience to help the board of trustees reach sound decisions. This may involve leading discussions, focusing on critical issues, scrutinising board papers, and providing advice and guidance on new initiatives, evaluation or other matters in which the trustee has particular expertise.

**Duties of Trustee – Facilities Management and Health and Safety**

- To actively support the Youth Zone CEO and Building/Facilities Manager to protect and maintain the charity's property.
- To know the condition of the Youth Zone's land and buildings; that they are being properly and safely used; and that adequate insurance and security are in place.
- To assist the Youth Zone CEO and Building/Facilities Manager in planning and implementing a preventative maintenance programme.
- To support the CEO and ensure that the Youth Zone complies with all Health and Safety legislation.

**Person Specification**

Each Trustee must:

- Commit to the mission, vision and values of the Youth Zone.
- Show willingness to devote the necessary time and effort.
- Act with integrity and have the willingness to speak their mind.
- Employ a strategic vision.
- Have an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Have the ability to work effectively as a team member and take decisions for the good of the Youth Zone.
- Be sufficiently experienced in the area of specialism as outlined above.

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**Minimum time commitment**

- Trustees are expected to attend an induction meeting with the Chair of the Board and the Chief Executive before attendance at their first board meeting.
- Trustees are expected to undertake an induction process.
- Trustees are expected to attend all board meetings.
- Trustees are expected to serve a minimum of one and a maximum of two 3-year terms.
- Board meetings are held every other month, lasting approximately 2 hours.
- In addition to Board meetings, there will be a designated Annual General Meeting for Members of the charity to discuss items such as governance or finance, as well as sub-group meetings as and when required.
- Trustees may be asked to take part in governance training.

- Papers are distributed in advance of meetings – trustees are expected to have read them in advance of the meeting.
- In addition to reading the Board pack and attending meetings, trustees must visit to observe sessions and walk the Youth Zone to take their own soundings of the delivery performance and contextualise the information provided.
- In accordance with Mahdlo's Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.