

include
YOUTH

CHAIR OF THE BOARD OF DIRECTORS





A MESSAGE FROM INCLUDE YOUTH

DEAR CANDIDATE,

Thank you very much for your interest in the role of Chair of the Board of Directors at Include Youth.

Include Youth is embarking on the next strategic planning cycle from 2025 - 2028 and we are seeking to appoint a Chair that is passionate about making a difference in young people's lives.

The Chair will lead on and support the Chief Executive on delivering on the purpose and ensuring Include Youth is meeting the strategic objectives set out in the strategic plan.

The Chair will work with a variety of stakeholders, including staff and young people to promote the purpose and strategic priorities of the organisation..

As Include Youth's social enterprise and professional services partner Vable Corporate Services will lead on the recruitment of this post. All applications to be sent to <https://hr.breathehr.com/v/chair-of-the-board-40558>

The closing date for submission is 12 noon, on Tuesday 13th May 2025.

Yours sincerely

Diane Hill

Diane Hill
Chief Executive Officer

Who We Are

Include Youth is a rights-based charity for children and young people in or leaving care, from disadvantaged communities or whose rights are not being met.

We work to improve employability, personal and social development enhancing inclusion, integration and good relations.

Include Youth influences public policy led by the voice of children and young people, evidence based practice and international children's rights standards.



Our Approach

Adopting a youth work based approach, we work alongside young people in order to provide life changing opportunities.

We provide a tailored wrap around service that helps young people gain qualifications, employability skills, develop self-confidence and a better understanding of cultural diversity and inclusion.





Our Purpose

Empowering young people to thrive.

Our Values



Equality

We focus on driving equality amongst young people and in wider society, ensuring all young people have access to opportunities to improve their lives



Inclusion

We believe in an inclusive society, where regardless of background, everyone should have a voice. Include Youth involve and advocate for young people from all communities, creating a truly inclusive environment throughout Northern Ireland and across the border.



Opportunity

Through our work we ensure that young people are provided with opportunity to excel and thrive. By facilitating accessible programmes, we can drive opportunities for the most disadvantaged in society and create opportunity for all.



Integrity

We work in a respectful, helpful and transparent manner with our young people so we can advocate for them and achieve the best outcomes.



STRATEGIC PLAN

PURPOSE: TO EMPOWER CHILDREN AND YOUNG PEOPLE TO THRIVE



WHO

We will engage with 5000 care experience young people and those from communities of need in collaboration with excellent partnerships across Ireland.



WHAT

EXISTING DELIVERY:

- Employability and training services
- Peace programmes
- Policy influencing
- Participation of young people
- Specialist services
- Specialist training

e.g. care awareness

AREAS FOR GROWTH:

- Policy influencing
- Specialist training
- Employability model including transitions
- Give and Take model
- Corporate partnerships

EXPLORE NEW OPPORTUNITIES:

- Tailored employability services
- Tailored separated children/young people seeking asylum services
- Accommodation provision
- Alternative Education Provision
- Transition provision for young people with experience of the justice system
- Safe social spaces



WHERE

ISLAND OF IRELAND



HOW

MAINTAIN A STRONG & INCLUSIVE ORGANISATION

- Include Youth to become an employer of choice within the third sector
- Commitment to excellence
- Inclusive & diverse board and staff
- Invest in all staff to excel
- Established as a well-known brand

QUALITY AND IMPACT:

- Demonstrate a rights based approach underpinned by Include Youth values
- Effective accurate data collection to demonstrate impact & influence
- Continual evaluation and improvement of all services

SUSTAINABLE ORGANISATION:

- A manageable balance of unrestricted and grant based funding
- Continued co-design model of delivery
- Establish an Include Youth social enterprise
- Environmentally aware in all practices
- Effective IT infrastructure for accessibility & limiting travel need



Our Services



Give and Take

Give and Take is a regional youth work intervention project to support care experienced young people aged 16 to 24 years old. It offers individually tailored programmes with core themes being; supported work experience, personal development, OCN qualifications, mentoring and transitional support. We have recently expanded Give and Take into Cavan/Monaghan and Tallaght.

Give and Take One to One is a programme that supports young people who are at risk of or have experienced Child Sexual Exploitation. It builds on protective factors and helps to improve their health and wellbeing in a supportive way



One to one



Expert By Experience

This project is led by young people, working directly with their peers. It builds upon Include Youth's '**Expert by Experience**' (EBE) model of participation which empowers young people to lead. It employs 15 care experienced EBE's who will be supported to mentor other young people to become change makers and policy advocates.

We are committed to ensuring that the voice of young people is at the centre of decision making. We promote and protect the **rights of children and young people** and provide opportunities for young people to influence policy and decision makers. We support young people to develop their campaigns on issues which matter to them.



Policy

We deliver a range of **accredited training and workshops** such as;

Awareness raising workshop
on Child Sexual Exploitation,

OCN NI Level 2 in Understanding Child Sexual Exploitation,

OCN NI Level 4 in Supporting Care Experienced
Children and Young People

OCN NI Level 2 in Mentoring Practice



Training



Employability

Employability services offers one to one support for young people hoping to transition into employment and help them navigate this move. It offers: CV building, supported work placements, taster days, interview techniques and personal development support .

Strive is a cross-border, cross-community, good relations programme for young people aged 14 to 24 led by Include Youth in partnership with Youth Initiatives, Newstart Education Centre, Northern Ireland Alternatives and Lifford Clonleigh Resource Centre. Strive is an intensive youth-led youth work programme . It engages young people in a transformative process, focusing on four core strands: good relations, citizenship, personal development and employability.

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Strive



Heads Up

Our Generation (Heads Up) will develop and deliver programmes to increase mental health literacy, enhance emotional resilience, build the leadership skills of children and young people (aged 9-25) and will lead research in mental health and the impact of trauma on our communities. This programme operates throughout Northern Ireland and border counties.

Role Description

Role Title: Chair of the Board of Directors /Trustees

Overall Purpose

- To provide leadership and direction to the Board, safeguard its integrity and reputation, enabling Directors to fulfil their responsibilities for the overall governance and strategic direction of the organisation.
- To operate within Include Youth's charitable objectives, and provides a clear strategic direction in accordance with the governing document, legal and regulatory guidelines.
- To work in partnership with the Chief Executive to ensure that Board decisions are acted upon and the Organisation is managed in an effective manner.

Main Responsibilities:

- To lead, manage and ensure the Board fulfils its' fiduciary and legal responsibilities to maximise impact for beneficiaries:
 - To ensure the organisation is leading and managing on the strategic goals with the support and guidance of the of the sub committees.
 - To monitor progress in implementing the annual organisational plan.
 - To plan, set and chair Board meetings and General Meetings so that meetings are run effectively with items being actioned on a timely basis..
 - To work with the CEO to ensure the financial sustainability of the organisation with strong financial accountability.
 - To oversee succession planning for board members ensuring that the board skills enhance the governance of the organisation.
 - To work with the CEO to ensure that Board Members receive appropriate induction, advice and training.
- To promote the work and strategic goals of the organisation
 - To serve as an additional spokesperson for Include Youth in consultation with the CEO.
 - To attend local and regional events as required.
 - To serve as a promoter for the charity.
 - To help promote Include Youth to a wider audience of potential donors and beneficiaries.

Person Specification

In addition to the qualities required of a Trustee of the charity, the Chair must also meet the following requirements:

Skills and Experience

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and to young people.
- Exhibit strong interpersonal and relationship building abilities and be comfortable in promoting the organisation with stakeholders..
- Demonstrate the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
- Ability to foster and promote a collaborative board and team environment.
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

Experience

- Experience of operating at a senior strategic leadership level within an organisation.
- Successful track record of achievement through their career.
- Experience of charity governance and working with or as part of a Board of Trustees.
- Significant experience of participating in or leading board meetings.

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Time commitment: 6 Board meetings per year. The Chair is also expected to have regular meetings with the Chief Executive, and also represent the Charity at various events and meetings with key stakeholders if required.

Term: The Chair will serve a three-year term to be eligible for re-appointment for one additional term.

How to Apply

Applications will only be accepted by CV. If you feel you are suitable for the post, please submit your CV with a covering letter to <https://hr.breathehr.com/v/chair-of-the-board-4O558>

- Detail your skills and experience that are relevant to the role.
- Describe your interest in this role with Include Youth.
- Describe your board experience.

All documents should be returned by the closing date Tuesday 6th May at 12 noon.

We look forward to hearing from you, and wish you all the best in your application and the process ahead.

Interviews for the post will likely be held week beginning 19th May 2025.

Our recruitment partner and Include Youth's social enterprise will be leading on this recruitment.

For any queries please contact Annette Greer, CEO Viable Corporate Services on annette@viablecs.org or 07793243436.

Privacy Notice

Include Youth (referred to as "the organisation" throughout this notice) collects and processes personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our recruitment candidate, as well as your rights in respect of such personal data.

What information does the organisation collect and how?

Include Youth collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews you may have;

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews.

We may also collect personal data about you from third parties, such as referees. We will seek information from third parties only once a role has been offered to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

Why does Include Youth process personal data?

Include Youth collects and processes your data for a number of purposes and where we have a legal basis to do so, as follows.

Include Youth has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for this role. We may also need to process data from candidates to respond to and defend against legal claims. We will not use your data for any purpose other than the recruitment process of which you are a part

Who has access to data?

Your information may be shared internally within the organisation for the purposes of the recruitment process. This includes members of the HR team, interviewers involved in the recruitment process.

We will not share your data with third parties unless your application for employment is successful and an role is offered. We will then share your data with referees to obtain references. In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

How does Include Youth protect data?

Include Youth takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties.

How long does Include Youth keep data?

If your application for this role is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims). If your application for this role is successful, personal data gathered during the recruitment process will be transferred to your board file and retained during your tenure with Include Youth. The periods for which board data is held will be provided to you in a separate privacy notice.

Your rights

As a data subject, you have a number of rights under data protection law. You can:

- access and obtain a copy of your data on request;
- request Include Youth to change incorrect or incomplete data;
- request Include Youth to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where Include Youth is relying on its legitimate interests as the legal ground for processing; or ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact karin@includeyouth.org.



Contact Details

Include Youth
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Belfast,
BT1 2LU

www.includeyouth.org
@includeyouth