



Trustee Recruitment Pack

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Welcome from the Chair of Trustees and CEO

Thank you for your interest in becoming a Trustee of CXK.

With some of our Trustees approaching the end of their terms of office we are now looking to recruit two new enthusiastic Trustees who will share our vision and join our talented Board as we drive forward the next stage of the charity's growth and development, commencing with the development of a new 3-5 year strategy.

We meet as a Board four times a year and each Trustee serves on at least one of our committees, which also meet four times a year. Meetings are generally held at our offices in Ashford, Kent.

The committees are:

- Development, Fundraising and Marketing
- Quality and Performance
- Finance and Resources
- Audit and Governance

We are particularly seeking individuals with a strong interest in business development and transformation, and those with a finance, human resources or contract law background. Other skills and/or experience would be an advantage but an overall interest in the charity sector and a passion to inspire people to thrive through empowerment and support to reach their full potential is essential.

The charity sector faces many challenges and our Board of Trustees play an important role in providing governance and supporting the Executive team, staff and volunteers in leading CXK through the exciting and positive times ahead.

If you would like to discuss the role prior to submitting your application, please feel free to call Pauline (CEO) on 01233 224 250 (direct dial) 07843 287777 (mobile) or Dick (Chair) on 07778 624321.

We look forward to receiving your application.

Yours sincerely,

Dick Fedorcio OBE & Pauline Smith
(Chair of Trustees) (CEO)



About Us

One organisation. One team. Changing lives.

CXK is a charity that delivers a range of services to empower young people and adults across the south-east to build the skills and confidence they need to move into sustainable education, employment or training.

We achieve this by delivering careers information, advice and guidance; specialising in skills development; and providing dedicated support to help people take their next steps with confidence. Established in 2002, we deliver services across Kent, East Sussex, West Sussex, Hampshire, Isle of Wight, Berkshire, Surrey and Essex.

We have an excellent reputation for delivering high quality services and programmes that meet the needs of the individuals and communities that we work with, and we achieve our results by working in partnership with businesses, voluntary organisations and other agencies across the south-east. As a result we're able to help individuals to develop their skills, raise their aspirations and reach their full potential.



Our Services

It is fundamental to our work that we make a positive difference to our beneficiaries. At CXK, we're proud to deliver a wide range of services and programmes which support individuals to improve their life choices. In the past year alone, we have supported more than 50,000 individuals to build their skills and confidence and find work, or an education or training opportunity.

The heart of CXK's mission is to inspire people to thrive. We achieve this by providing high quality support with a focus on the needs of the individuals we support. Through our three key pillars of work – Information Advice and Guidance; Targeted Support; and Training and Development – we empower individuals to tackle their challenges by supporting them to develop new approaches and skills to maximise their potential.

In the past year alone, we've supported tens of thousands of people through our career guidance services and vocational skills programmes. We strive to continue to build on that success and strengthen the quality of services we provide, so that we can reach more people. Our aim is simple, to ensure that our beneficiaries are supported and empowered to be the best they can be, now and in the future.



Our Services

Information, Advice and Guidance

CXK offers careers information, advice and guidance services to adults in the community, across the south-east. We also provide careers advice and targeted support to children and young people of all ages in schools.

Services include:

- [National Careers Service](#)
- [Careers information, advice and guidance services for schools](#)

Targeted Support

Through our targeted 1:1 support services, we provide early intervention and support in schools and the community; and engagement and mentoring support for the unemployed or disengaged.

Services include:

- [Emotional wellbeing service for schools](#)
- [NEET Support Service](#)
- [Community Grants](#)
- [Launch Pad](#)

Training and Development

Our training and development programmes are designed to support young people aged 16-25 who are NEET (not in education, employment or training). Through these programmes, we help young people to gain the skills, confidence and motivation to take their next steps in life.

Services include:

- [Prince's Trust Team Programme](#)
- [Elevate](#)
- [Skills Enhancement Programme](#)
- Working Heads (new programme)

Our Impact

In 2018:

- We provided careers advice to 23,500 adults across Kent, East Sussex and Essex. 10,000 of them secured a job or learning outcome.
- We delivered careers information, advice and guidance to more than 20,000 students in schools and colleges across Kent.
- We delivered 9,000 interventions to individuals in custody across Kent, East Sussex and Essex.
- We worked with 1,700 NEET (Not in Education, Employment or Training) young people. More than 80% went on to secure a job, or an education or training opportunity.
- We worked with 552 schools and colleges, 929 employers and 275 other stakeholders across Kent.
- Counselling was given to more than 1,000 children and young people through our Emotional Wellbeing Service.



Mission, Vision & Values

Mission

Inspiring people to thrive.

Vision

Everyone has access to what they need to maximise their potential. Through support and guidance CXK empowers individuals and strengthens communities.

The CXK Way

We are passionate, efficient, and transparent.
We display integrity, resilience and innovation.



Strategic Objectives

1. Invigorate and improve the awareness and understanding of CXK's impact, the brand, and secure greater engagement of beneficiaries, wider stakeholders and communities.
2. Positively reflect, and prioritise the needs and aspirations of individuals and communities in the development, range and scope of all CXK service provision and activities.
3. Secure financial sustainability with emphasis on retention of current contracts, developing new, and preserving cost effectiveness and rigour across all funding and income streams.
4. Continue to enhance and strengthen the delivery of high quality services, increasing performance outcomes and impact, working positively to build and nurture an environment of continuous improvement.
5. Build on, and develop the strengths and diversity of our Board of Trustees, workforce and volunteers - promoting a stronger sense of collective purpose, culture and social action.
6. Enhance the effectiveness, breadth and success of trusting partnerships and relationships to achieve flexible solutions, innovative outcomes and focused results for the needs of targeted individuals and communities.



Trustee Role Description

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of CXK, its financial health, the probity of its activities and developing the charity's aims, objectives and goals in accordance with the agreed strategy, legal and regulatory guidelines.

The duties of a Trustee are as follows:

- Ensuring that the charity pursues its stated objects, as defined in its governing document, by developing and agreeing a long-term strategy.
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity.
- Ensuring that the charity complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the charity.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.

Trustee Role Description

Person specification

- A commitment to the charity.
- A willingness to devote the necessary time and effort.
- Attending charity events and visiting and viewing the services first hand.
- Strategic vision.
- Good, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A commitment to the values of CXK and leads by example in upholding these values, demonstrating the utmost integrity.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Specific skills sought

- Business development
- Business and services transformation
- Finance
- Human resources
- Law, especially contract law

Trustee Role Description

Time commitment

- Trustees will serve a 3 year term and will be eligible for re-appointment for one further 3 year term.
- Attend quarterly Board meetings and sit on at least one committee, which are also held quarterly.
- There will be a maximum of 2 "Away Days" for staff and Trustees each year.
- Meetings with external stakeholders as and when appropriate.
- Attend and view the charity services first hand.
- Trustees are expected to attend training sessions as appropriate to their role, experience and expertise.

Remuneration and expenses

The role is un-remunerated, but all reasonable out of pocket expenses will be reimbursed.

Location of meetings

CXK
The Old Court
Tufton Street
Ashford
Kent, TN23 1QN

Terms

Trustees will serve an initial three-year term and be eligible for re-appointment for one additional term of three years, serving a maximum of six years.

Trustee Information Page

To be considered for the role

To apply for the role, please submit the following:

- A detailed and up-to-date CV.
- Details of two referees (we will not contact these without your prior knowledge and consent).
- A supporting statement that addresses all criteria in the Person Specification and outlines your motivation for applying.
- Completed self-assessment skills matrix.

Completed applications should be submitted via our preferred method which is by email: recruitment@cxk.org. We can also accept postal applications, which should be sent to **HR Manager, CXK, The Old Court, Tufton Street, Ashford, Kent, TN23 1QN**.

We encourage early applications, and these will be reviewed and shortlisted before the deadline. The closing date for applications is **9am Tuesday 23rd April 2019**.

If you would like to discuss the role prior to submitting your application, please feel free to call Pauline (CEO) on 01233 224 250 (direct dial), 07843 287777 (mobile) or Dick (Chair) on 07778 624321.

Recruitment Timetable

Closing Date	Tuesday 23rd April 2019 (9:00am)
Interviews	Saturday 27th April 2019 (CXK Head Office, Ashford)

Trustee Away Day

We have a Trustee Away Day scheduled for Tuesday 21st May 2019, between 10am and 4pm, in Ashford. We would very much like, and encourage, the successful applicants to attend this day as an observer.

Next Board Meeting

Formal appointment will take place at our next Board Meeting, Thursday 13th June 2019, between 4:30pm and 6:30pm, in Ashford.