



BF Adventure Charity Trustee - Role specification

The Charity Vision/Our Mission:

“Inspiring, challenging and empowering people, especially young people, to develop their life skills to bring about positive change”

About BF Adventure:

BF Adventure was established 30 years ago to support disadvantaged children in Cornwall and has since developed a specialist 60-acre site and a highly skilled team of instructors who deliver flexible programmes of inclusive, adventurous outdoor activities and specialist support for over 3,000 children, young people and their families every year.

Our Charity supports children and young people with learning and/or physical disabilities, behavioral challenges, mental ill health and issues associated with adverse childhood experiences. During the last year our focused programmes have supported over 150 individual children with 20 being children in care.

We support young people along a journey of change through a range of adaptable programmes which enable them to identify their own social, emotional and physical barriers and to choose their own challenges which will support them to overcome these barriers.

Our Aims:

By 2025 BF Adventure will have the following characteristics:

1. Making a positive difference to **all** whom access our services
2. A leading provider of inclusive and accessible services to disadvantaged and disengaged individuals of all ages and abilities
3. A highly skilled & motivated team
4. A sustainable operation delivering lasting change and making a positive environmental impact
5. Operating across the South West from its home base at Goodygrane offering market leading activities, accommodation, training facilities and appropriate support infrastructure
6. Strong relationships and presence across the voluntary sector
7. A recognised and leading provider of individual, family and group outdoor activities

About the role:

Trustees play a vital role in the governance of the organisation, in overseeing our work and impact, our financial sustainability and in driving us to achieve our future 2025 vision and aims mentioned above.

Previous experience of operating at board level is not essential although skills within one or more of the following areas would be of benefit:

- Accountancy/Finance



- Entrepreneur/Business development
- Young people – i.e. Social Work/Youth Work/Disability/Mental Health/Education
- IT/Marketing/Social Media/Promotions

This is an unpaid voluntary role which is overseen by the Chair of Trustees.

General description of the role:

The board of trustees are jointly and severally responsible for the overall strategy, management and governance of BF. BF is both a registered charity and a company limited by guarantee. In essence as a trustee and director you are:

- Responsible for ensuring that the charity is carrying out its charitable objectives including board oversight of the management and operation of the charity.
- Expected to utilise your skills and expertise to support board activity and our sub committees.
- Required to act as an ambassador and public face of the charity along with the chief executive and other trustees and to actively promote the activities of BF.

Key Responsibilities

- Prepare for, attend and contribute to, at least 3 of the 4 board meetings each year. Typically meetings are scheduled for 2 hours.
- To join one or more of our sub committees and take an active role in their business.
- Guide and support the overall strategy, policy and finances of BF and monitor their progress.
- Utilise your skills, experience and networks to keep the board and chief executive informed about key issues that may benefit or affect the charity.
- Represent and be an ambassador for BF.
- Participate in the appointment of the chief executive.

Compliance

- Ensure that BF complies with charity law and company law and other relevant legislation.
- Ensure that BF operates within the terms of its governing document.
- To act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence

- Ensure the charity is and remains solvent through responsive and detailed financial reporting. In particular maintain a reserve policy that meets current Charity Commission requirements.
- Avoid undertaking activities that might place the charities, funds, assets or reputation at undue risk.

Duty of care

- Being aware and reviewing the risk factors inherent in the charity's activities.
- Use reasonable care and skill in your work as a trustee, in particular to use your personal skills and experience to ensure the charity is well-run and efficient.



Person Specification

Key skills and competencies

- Able to think strategically, creatively and for the long-term.
- Able to understand the difference between being strategic and operational
- Excellent interpersonal skills.
- Able to relate to people at all levels internally and externally, and act as an ambassador for BF.
- Able to comment, challenge or question in a way that is helpful, supportive and constructive.

Qualifications and experience

A specific area(s) of expertise matching current organisational need. This typically includes one or more of the following:

- Financial management skills
- Entrepreneur/Business development
- Young people – Social Work/Youth Work/Disability Inclusion
- Young people – Mental Health/Education
- Experience in organisational leadership / governance
- Experience of collaborative working with other organisations
- Access to networks of people who can make a difference to BF

Personal attributes

- Integrity
- A demonstrable commitment to BF's aims and values
- Self-starter, proactive, enthusiastic and conscientious
- Team player, flexible and adaptable
- Tact and diplomacy
- Able to confront difficult issues and contribute to effective board decision making
- Excellent listening skills

Time commitment

- A minimum of three of the four board meetings should be attended each year.
- One away-day per year
- Ideally participate in one of our sub-committees
- Prior to meetings – reading and absorbing information and follow up of any agreed actions
- Assist in ad hoc events e.g. interview panels, public events, fund raising events

Restrictions

- Over 18



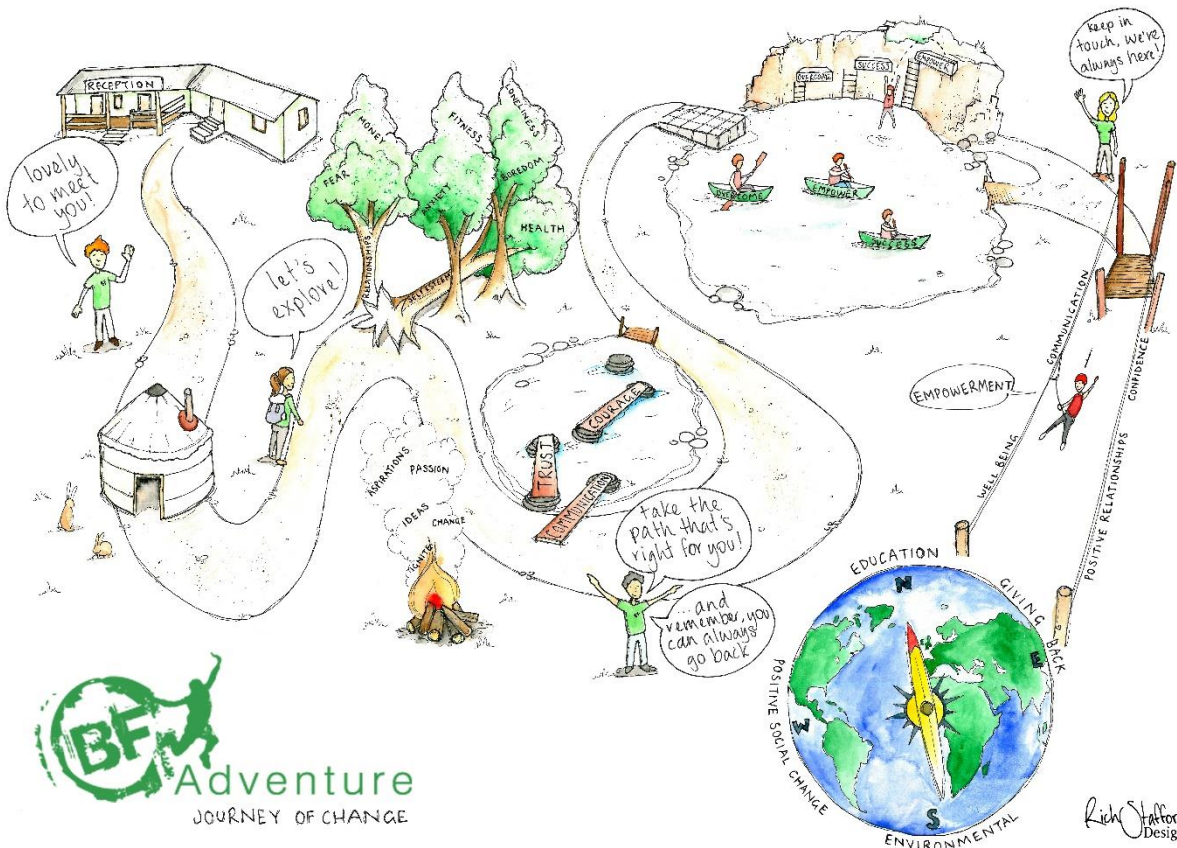
- Not bankrupt (or subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement with creditors
- Subject to satisfactory DBS check and references
- Not excluded by Companies House, the courts or Charity Commission
- Without conflicts of interest that would be so significant as to undermine the role in general
- No unspent convictions for offences involving dishonesty or deception

What next:

- Please complete the Application Form and the Equal Opportunities Monitoring Form. These forms can be found on our website and can be completed in an online format. <https://www.bfadventure.org/about-bf-adventure/#joinus>
- If you wish to complete the form in word and email it to us please save the Application Form in the following format:
Your name_Trusteeapplication_date (i.e. JoBlogs_Trusteeapplication_071819)
- Please email the form to jobs@bfadventure.org with the email subject Trustee Application

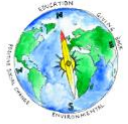
You will be contacted and invited to attend an introductory meeting with the CEO and a follow on meeting with key serving Trustees if appropriate. Please do not hesitate to phone us on 01326 340912 if you have any questions.

Many thanks for your interest and we look forward to hearing from you!



BF ADVENTURE VALUES JOURNEY OF CHANGE

CHANGING PERSPECTIVES



We embrace diversity and recognise everyone has a part to play in life. No one should face discrimination and we challenge both its roots and its impact.



TRUST

At BF Adventure we believe that our environment, should be a safe space for all, igniting positive relationships based on trust and respect.

EMPOWERING

We listen to you and value your opinion. We enable you to face challenges and make informed decisions.

COLLABORATING

We believe working together achieves the best results. We actively explore new partnerships with those who share our values.



INTEGRITY



We welcome a culture of honesty and openness that allows us to learn and grow together. We do what we say!

SUSTAINABILITY

We seek to deliver lasting change and to minimise our impact on the planet.

