



BF Adventure Trustee (Finance Focused)

About the role:

BF Adventure was established 30 years ago and has developed a 60-acre education site together with a highly skilled team to deliver flexible programmes of inclusive, adventurous outdoor activities for over 3000 children, young people and their families a year.

Our Charity Core supports children and young people with learning and/or physical disabilities, behavioral challenges, mental ill health and other 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 upon 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.

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. You will get the opportunity to meet new people, expand your networks, try new activities and be part of a friendly team all working together to change young lives for the better; we can guarantee that no day or meeting will be the same!

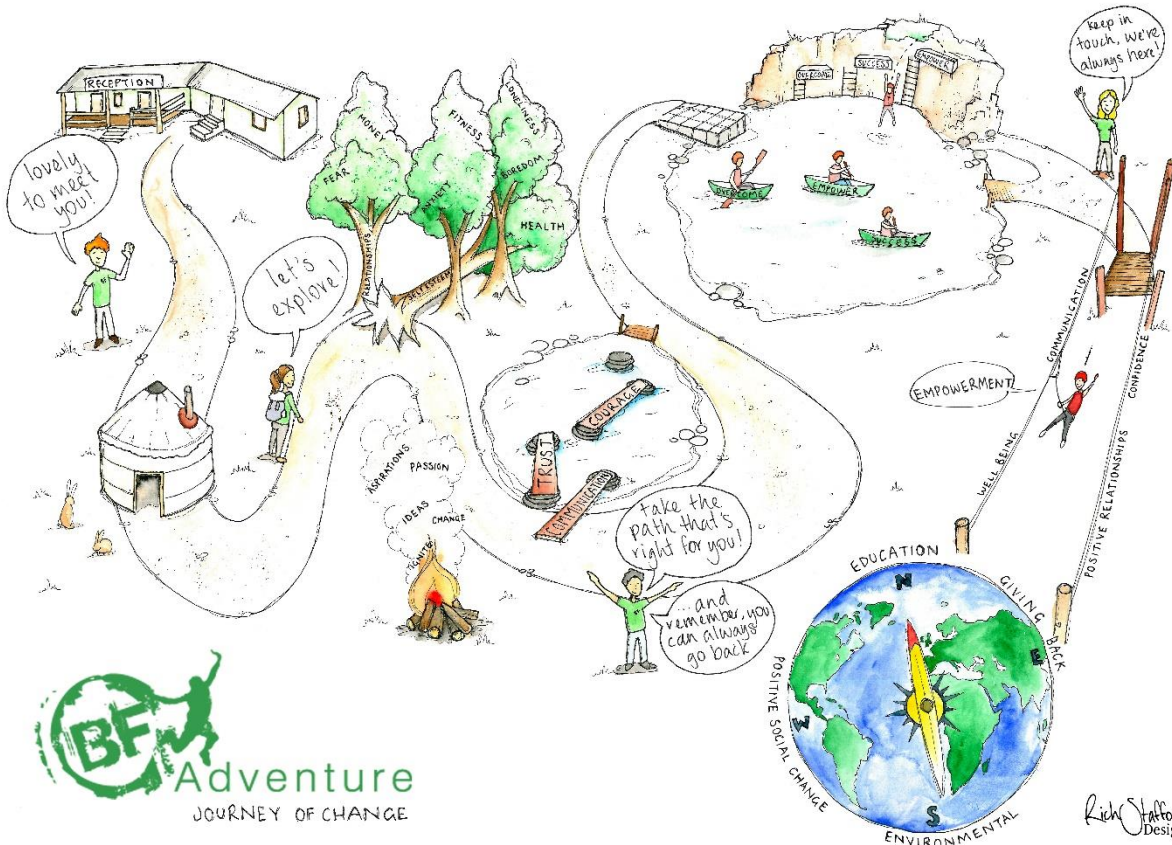
The Charity Vision/Our Mission:

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

Our Aims: By 2025 BFA will have the following characteristics:

- 1. To ensure that the safety and wellbeing of all children and young people we support is our top priority, with safeguarding being embedded within the culture at BF Adventure and with external stakeholders we partner with in the delivery of our services.**
- 2. Making a positive difference to all whom access our services**
- 3. A leading provider of inclusive and accessible services to disadvantaged and disengaged individuals of all ages and abilities**
- 4. A highly skilled & motivated team**
- 5. A sustainable operation delivering lasting change and making a positive environmental impact**
- 6. Operating across the southwest from its home base at Goodygrane offering market leading activities, accommodation, training facilities and appropriate support infrastructure**
- 7. Strong relationships and presence across the voluntary sector**
- 8. A recognised and leading provider of individual, family and group outdoor activities (Now operating as Via Ferrata Cornwall CIC)**

Previous experience of operating at board level is not essential although skills within the areas of Accountancy and Finance would be of real value as we look to plan ahead and to expand and develop our services



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.





Job Description – Charity Trustee

Salary: This is an unpaid Voluntary position

Responsible to: Chair of Trustees, Charity Commission, Companies House and Stakeholders of the charity

General Description of Role

The board of trustees are jointly and severally responsible for the overall strategy, management and governance of BF Adventure. BF is both a registered charity and a company limited by guarantee. In essence as a trustee and director you are responsible for directing the affairs of BF, and ensuring it is solvent, well run, and delivering its charitable objectives.

Utilise your skills and expertise to support board activity and our sub committees
To act as an ambassador and public face of the charity in partnership with the chief executive and other trustees and to actively promote the activities of BF.

Key Responsibilities

- Prepare for, attend and contribute to board meetings. Currently 4 meetings each year and you should be prepared to attend a minimum of three. Typically meetings are scheduled for 2 hours.
- To join the finance sub committee's and take an active role in their business.
- Guide 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

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

Duty of prudence

4. 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.
5. Avoid undertaking activities that might place the charities, funds, assets or reputation at undue risk.

Duty of care

6. Being aware and reviewing the risk factors inherent in the charity's activities.
7. 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 (Current Priority)

And/or:

- 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
- 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
- Subject to satisfactory DBS check and references
- Not excluded by Companies House or Charity Commission
- Without conflicts of interest that would be so significant as to undermine the role in general



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.
- 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 a 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!