



Young Trustee Job Description and Person Specification

Job title: Young Trustee

Location: Dependant on meeting

Reports to: Governance Board

Principle purpose of post: To participate in board meetings throughout the year to discuss the running of Youth Music Theatre UK

As of 2017, Youth Music Theatre UK will be appointing a Young Trustee on our Board of Governance in order to include the opinions of our beneficiaries in the running of the organisation.

You are eligible to apply for this role if you:

- Are aged 21 or over (or will be by the 11th September 2017)
- Have previously participated in at least one main production
- Are able to attend board meetings in London

Commitment:

- Attend all board meetings where possible
- Commit to two years' service on the board

If you are shortlisted for interview, please be aware you will need to attend YMT's Youth Forum on Sunday 8th October in London (venue tbc) from 10:00-16:30, which will be followed by a group interview from 17:00-19:00. Travel expenses will be covered by YMT.

About the role:

As a Young Trustee and board member of Youth Music Theatre UK, you will be part of the group that is responsible for setting the overall direction and policy of the organisation. You will be expected to attend and take part in most general meetings, board meetings and (if applicable) sub-committee meetings, and before these meetings you will be required to read the agenda and board papers.

Your role will be to support YMT's employees and volunteers who carry out the organisation's work on behalf of the board. You should be willing to assist the employees of the company (where appropriate), attend fundraising and other events where applicable, and attend any training intended to improve the effectiveness of the board.

YMT will provide information to help you understand the organisation and sector and keep up to date, but you will be expected to have a good understanding of YMT and our work. You must understand and act within the organisation's ethos and values, work within them, and, with the rest of the board, ensure they remain appropriate for the organisation. As the Young Trustee, you will be required to safeguard the good name and values of the organisation and act as an ambassador for the company.

Terms and conditions:

In this role, confidentiality is of the utmost importance, and information should not be discussed outside the board.

You must be aware all board members are jointly accountable to the members of the organisation, funders or donors, supporters, and regulatory bodies such as the Charity Commission and/or Companies House.

Ideally you should understand the broad legal framework within which YMT operates (charity and/or company law, employment law, health and safety, data protection, child protection etc.) and be aware of the board's duty to ensure the organisation complies with relevant law.

Salary:

This role is unpaid, but as a board member you will be entitled to reimbursement of your out of pocket expenses (to be agreed by the Executive Producer).

This is a fixed term post of two years, commencing 5th December 2017.

To apply, please complete the application form on our website and email this to alumni@ymtuk.org along with your CV.

The deadline for applications is 11th September 10am. You will be notified during that week if you have been shortlisted for the group interview in London on Sunday 8th October.