



supporting & working with children & young people under 25 who are Lesbian, Gay, Bisexual, Trans*, Queer or questioning their sexual orientation and/or gender identity (LGBT*Q+).

Treasurer Recruitment Pack

Outreach youth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

version 5 - 16/02/26



Charity reg. no. 1158145

Hello

Outreach youth is looking to recruit additional Trustees to join our Board.

We are a small, established youth work charity that provides youth work expertise and support to LGBT*Q children and young people across Suffolk.

Our Trustees work collaboratively with the young people and other stakeholders to ensure the charity delivers the most appropriate services to make a positive difference in the lives of LGBT*Q+ children and young people.

You will play a crucial role in setting the strategic direction of the charity, overseeing its operations, and ensuring its financial sustainability.

We're at an exciting point in Outreach youth's development, having set a new strategy which will guide our LGBT*Q+ youth and community work locally, maintaining current and delivering exciting new programmes for young LGBT*Q+ people and their families.

We are seeking new Trustees, regardless of their race, ethnicity, sexual orientation, religion, age, gender or disability, to develop our Board's range of experience and skills. We are committed to improving representation from under-represented groups throughout all areas of Outreach youth.

We welcome applications from people who share our passion and commitment to supporting young LGBT*Q+ people through youth and community work, alongside skills and experience in any of the following:

Income generation and business development experience:

Are you a person with strong financial and business development expertise to help grow and diversify our income, who can identify new revenue streams and develop sustainable income models. To ensure that Outreach youth remains resilient, adaptable and able to invest in services that help young LGBT*Q+ people thrive.

Communications and marketing experience:

Or are you someone with communications and marketing experience to help boost our voice and share the impact and importance of our work. Strong storytelling will help us connect with new young LGBT*Q+ people and families, our supporters, influence key decision-makers, and celebrate young LGBT*Q+ people. Help us make Outreach youth's LGBT*Q+ youth and community work heard, supported, and celebrated in communities across Suffolk.

While these are some key skills we are particularly interested in recruiting to, we welcome applications from candidates with a broad range of skillsets, experience and expertise that can help Outreach youth to achieve its charitable purpose.

Recruitment will be based on skills needed to carry out this role.

If interested, please complete the attached application form and/or contact me for more information or an informal chat. The application process involves submitting the application form, attending an interview, a reference check and an enhanced DBS check.

We look forward to hearing from you.

Pauline Henry
Chair of Trustees.
recruitment@outreachyouth.org.uk

What Young LGBT*Q+ People Tell Us About Outreach youth



Before I found OY I barely left my room and if I did I would rarely leave the house. I wouldn't talk to anybody. I didn't have any friends. Now I have people that I can turn to when I need support and people that are there when I want to go out and do something. 18. yrs

Helping people feel more accepted, supported and safe. Also helping people realise they are not alone and people can relate to things. Attending sessions can also help with stuff like depression I have found.

15 yrs.



Increasing my contact with other LGBT+ young people has made me realise that I am not alone in this. No matter what happens I don't have to do it alone, there are other people out there who understand what it feels like to be in my situation and there are people who I can spend time with without constantly being asked questions or feeling as if I'm being judged. 16 yrs

It has made me happier and less isolated. 13yrs.



Outreach youth Strategic Plan

Our Big Dream - Our Vision

By the year 2030, we want young LGBT*Q+ people in Suffolk to be:

- Confident and supported
- Proud and visible in their communities
- Able to speak up, make change and celebrate LGBT*Q+ history and culture

What We Are Here To Do - Our Mission

We want young LGBT*Q+ people—and their families and friends—to have safe, inclusive, youth-led spaces where they can connect, grow and thrive.

What We Believe In - Our Values

We believe in:

- Participation: Young people taking part and being involved.
- Equality & Diversity: Everyone deserves respect and fairness.
- Empowerment: Helping young people make choices and feel confident.
- Inclusion & Belonging: Everyone should feel welcome and valued.
- Respect: Listening to people and valuing who they are.
- Youth-led: Young people helping shape what we do.
- Safety & Wellbeing: Keeping everyone safe and supported.

Our Goals - Our 5 Year Objectives

Goal 1 - Change Young LGBT*Q+ People's Lives

We want young LGBT*Q+ people to

- feel more confident**
- feel less alone**
- have better mental and physical health**
- feel hopeful about the future**
- help shape and lead Outreach youth**

Goal 2 - Support More Young LGBT*Q+ People Across Suffolk

We want all young LGBT*Q+ people—no matter where they live—to find support

Goal 3 - Build Strong Partnerships

We want young LGBT*Q+ people to get better support through strong relationships with schools, councils, health services and national partners.

Goal 4 - Support Our Staff, Trustees and Volunteers.

We want our team to be confident, skilled and reflect the young LGBT*Q+ people we support.

Goal 5 - Make Sure Outreach youth Has Strong, Long-Term Funding.

We want to make sure we can support young LGBT*Q+ people for years to come.

What We Do

Outreach youth is a youth work charity by and for Lesbian, Gay, Bisexual, Trans*, Queer and Questioning children and young people under 25 in Suffolk.

We offer a variety of projects to empower LGBT*Q+ children, young people and families to support themselves and their communities and promote good mental health and well-being.

Our projects currently include

- LGBT*Q+ youth groups in Ipswich and Bury St Edmunds.
- SOUL for young people of colour from Suffolk's LGBT*Q+ community.
- Trans* online youth group.
- Targeted youth groups (e.g. Heads Up! supporting emotional well-being).
- SPACE for young adults aged 18-25 years.
- One-to-One support.
- Trans* Families
- Social Action projects
- Pop-Up youth sessions
- Education partnerships - working with schools, colleges and universities.

We also deliver training and LGBT*Q+ awareness sessions to local statutory and third-sector organisations.

However, we are not just a charity providing LGBT*Q+ youth services - we're an LGBT*Q+ youth work movement mobilised to support, educate, promote and defend young people's mental health, rights and social position.

Outreach youth is free, confidential and self-referral.

We give LGBT*Q+ children and young people a choice and a voice.

Treasurer / Trustee - Role Description

We are seeking to recruit a Treasurer/Trustees who brings ideally a LGBT*Q+ lived experience to our organisation.

All Trustees are expected to be an ambassador for the work of Outreach youth, which means being a proud advocate of LGBT*Q+ youth work, rights and equality, through lived experience or strong allyship.

Your personal journey and insights, alongside skills and experiences from education, employment, and volunteering, will be instrumental in helping us shape our strategies and ensure that our work is inclusive and has young people at its centre.

Our Trustees play a pivotal role in achieving the charity's core purpose. They oversee the charity's overall management and administration, ensuring a clear strategy and that our work and goals align with our vision. Their support and challenges to the executive team are instrumental in enabling Outreach to grow and thrive and ultimately achieve our mission.

As a board member, you will share a collective responsibility. You will always act as a cohesive group, leveraging each other's strengths and perspectives to benefit Outreach youth.

Legal and Governance Responsibilities

As a trustee, the Treasurer shares collective responsibility for ensuring that the charity:

- Is carrying out its purposes for the public benefit.
- Complies with its governing document, charity law, and other relevant legislation.
- Acts in the charity's best interests and manages conflicts of interest appropriately.
- Manages its resources responsibly, including finances, assets, and reputation.
- Is accountable and transparent, including through accurate reporting to the Charity Commission.

The purpose of the role

The Treasurer Trustee has oversight of the charity's financial affairs and supports the Board of Trustees in fulfilling its legal duty to ensure the charity is financially sound, well-managed, and compliant with charity law and regulation.

The Treasurer works with fellow trustees to ensure the charity's resources are used solely to further its charitable purposes for the benefit of LGBTQ+ young people.

In addition to the above statutory duties, it is expected that each trustee will utilise their specific skills, knowledge or experience s/he has to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Outreach youth in mind.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:

- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent
- is an undischarged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986

It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

As a small charity, the active involvement of our Trustees is crucial. Beyond Trustee meetings, they play a pivotal role in scrutinising meeting papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other matters in which their expertise is invaluable.

We are seeking individuals who are willing to bring energy, enthusiasm, and commitment to the role. Your unique perspectives and diverse thinking will be instrumental in broadening the horizons of our board.

No previous governance experience is required. We are dedicated to providing a comprehensive induction and training program, ensuring you feel fully equipped and confident in your role as a Trustee.

Specific Responsibilities of the Treasurer Trustee

Financial Oversight

- **Oversee the charity's financial management and ensure appropriate financial controls and procedures are in place.**
- **Monitor the charity's financial position, including income, expenditure, cash flow, and reserves.**
- **Ensure trustees receive clear, accurate, and timely financial information to support decision-making.**

Specific Responsibilities of the Treasurer Trustee (contd)

Budgeting and Financial Planning

- Lead the preparation of the annual budget for approval by the Board of Trustees.
- Support longer-term financial planning to promote the charity's sustainability.
- Advise the Board on financial risks and opportunities.

Accounts and Reporting

- Oversee the preparation of the charity's annual accounts in line with the Charities SORP (where applicable).
- Liaise with the independent examiner or auditor, as required.
- Support the timely submission of the annual return, accounts, and trustee annual report to the Charity Commission.

Compliance and Controls

- Ensure the charity meets its financial reporting and record-keeping obligations.
- Oversee policies relating to reserves, financial controls, and investment (where applicable).
- Act as a bank signatory and ensure appropriate authorisation of payments.

Support to the Board

- Provide guidance to fellow trustees to improve financial understanding and confidence.
- Work closely with the Chair and any staff or volunteers responsible for day-to-day financial administration.

Person Specification

Essential

- Experience in financial management, finance, accounting, bookkeeping, or a related area.
- Ability to understand and explain financial information to non-financial trustees.
- Commitment to the charity's aims and values, including promoting equality, diversity, and inclusion for LGBT*Q+ young people.
- Willingness to act in accordance with Charity Commission guidance and trustee duties.
- An knowledge and understanding of LGBT+ issues and communities

Person Specification (contd)

Desirable

- Previous experience as a charity trustee or treasurer.
- Familiarity with Charity Commission reporting requirements and charity finance.
- Experience working with small charities or community organisations.

Professional financial qualifications are welcome but not essential.

Equality, Diversity and Safeguarding

Outreach youth is committed to equality, diversity, and inclusion.

We particularly welcome applications from people with lived experience relevant to the communities we support.

All trustees are expected to uphold our safeguarding policies and promote the welfare of LGBT*Q+ young people.

Terms of Appointment

Terms of office

Trustees are appointed for a 3-year term of office.

They have the option to be renewed for a further 3 years at the Annual General Meeting.

This is a voluntary position; however, reasonable agreed expenses can be reimbursed.

All trustees are required to undergo an Enhanced Disclosure and Barring Service (DBS) check and references, on appointment there is an induction process including safeguarding training

Time commitment

Attend six Trustee meetings annually, as well as the Annual General Meeting held in October. The Trustee meetings are held in person at our Hub office located at 19 Tower Street, Ipswich.

Also, attendance at our annual development day and any supplementary training as required and mutually agreed upon is expected.

Sub Groups / Working Groups

The Board of Trustees currently has two subgroups that handle detailed work.

These groups consist of members drawn from the Trustees and provide regular progress reports to the Board.

Task and Finish groups are set up to carry out specific pieces of work as identified.

If you would like to make an application to join the Outreach youth Trustee Board.

Please get in touch with us at

recruitment@outreachyouth.org.uk

Our Chair of Trustees will contact you for an initial conversation, support you in completing the application form, and explain the Trustee recruitment process.

Thank you for your interest; we are excited to hear from you.