



Fusion Family and Youth Projects

Charity Number 1159563

Trustee Information Pack

Thank you for your interest in becoming a Trustee of Fusion Family and Youth Projects. This information pack will provide you with a brief introduction to Fusion Family and Youth Projects.

What we do

Fusion Family and Youth Projects works with young people in Huntingdon aged 8-17, and up to 25 with additional needs. The young people we work with are some of the most vulnerable in society. Many of them come from disadvantaged backgrounds and have experienced difficulty in their lives.

Fusion aims to encourage young people to make positive choices, educate young people to form safe relationships, and reduce anti-social behaviour. We provide them with a safe space to express themselves, feel supported, and develop their skills.

Fusion runs weekly youth groups, bespoke school groups, one to ones, a homework club, family day trips, and holiday activity projects.

Fusion believes that with help, encouragement, and support every young person has the potential to lead a fulfilling productive life, whatever their circumstances.

The Fusion Family and Youth Projects staff team is made up of a voluntary trustee board and a group of paid staff from a variety of backgrounds including teachers, County council employees, parents, business people, sports instructors and youth workers many of which are ex fusion

members. Within this diverse group of people remains a constant passion and the desire to “put young people’s needs first” in all we do.

Fusion Family and Youth Projects is funded through a variety of different funders including The National Lottery, Cambridgeshire Reach Fund and support from donors, partners and fundraising events.

Find out more: [Fusion website](#)

Being a Trustee

Every charity has a board of trustees a group of volunteers who ensure that the charity is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of the charity, ensuring it is financially stable, well-run and fulfilling its charitable obligations.

Fusion Family and Youth Projects. Board of Trustees have a range of expertise, and they’re all passionate about young people.

Terms of appointment

- Term Length: Three years, renewable for up to two additional terms.
- Remuneration: Voluntary role; reasonable expenses reimbursed.
- Time Commitment:
 - Committee meetings every six weeks:
 - Mondays at 11am (in person or via Zoom)
 - Thursdays at 7:30pm (Zoom only)
 - Occasional involvement in working groups or project support.

What you would do as a trustee

- Use your insight and experience to help us achieve our goals and ambitions.
- Contribute to strategic thinking and planning particularly regarding future direction.
- Act as an ambassador for the charity.
- Attend six trustee meetings each year plus project visits, events and other meetings as and when required.

The skills and attributes we’re looking for

We are particularly looking for candidates who have specific expertise in any of the following fields: finance, communications, property management and brand development.

You do not necessarily need to have any previous experience of being a Trustee, however we're looking for people who are:

- Passionate about the work of Fusion Family and Youth Projects. – improving the lives of young people
- Committed to and knowledgeable about equality, diversity and inclusion.
- Has knowledge of, and can speak about, the issues facing young people.
- Is willing to spend time getting inducted into the work of Fusion Family and Youth Projects. preparing for meetings, and doing any follow-up work they commit to.
- Can think strategically, critically and maintain confidentiality.

How to apply

To apply you'll need to complete the 'Trustee Application Form'.

If you would like to discuss the role before applying and to obtain an application form, please contact

Angela Linton fusion.coordinator@gmail.com

Trustee: Role Description

The Board of Trustees of Fusion Family and Youth Projects. has overall responsibility for the Trust and acts as its governing body.

Members of the Board of Trustees are legally responsible for directing the affairs of the Trust, ensuring that it is solvent, well run, and delivering to its charitable objectives.

Trustees are not paid, although reasonable expenses may be reimbursed for agreed activities.

All Trustees are collectively responsible for the decisions and management of the Trust.

Fusion Family and Youth Projects is currently seeking expertise in several fields including:

1. Treasurer and financial management
2. Business development and fundraising
3. HR
4. Audience development, marketing and communications
5. Property and Estate Management

Trustee: principal accountabilities

1. Ensure that Fusion Family and Youth Projects:
 - a. Complies with its Constitution, charity law and any other relevant legislation or regulations.
 - b. Pursues its objects as defined in its Constitution and acts within the powers defined in the Constitution.
 - c. Uses its resources exclusively in achieving its objectives.
 - d. Runs effectively and efficiently and remains financially sustainable.
2. Ensure that Fusion Family and Youth Projects has a clear vision and strategic direction and is focused upon achieving its goals.
3. Review and approve the Fusion Family and Youth Projects Business Plan.
4. Monitor performance and take appropriate management action to remedy variations from agreed standards.
5. Ensure that all significant risks are recognised and that mitigations are put in place and monitored.
6. Actively contribute to the direction of the future activities of Fusion Family and Youth Projects.
7. Exercise reasonable care, skills and independent judgement.
8. Avoid conflicts of interest and declare interest in any proposed transaction or arrangements.
9. Maintain absolute confidentiality in regard to the business of Fusion Family and Youth Projects.
10. Act as an enthusiastic and well-informed ambassador for Fusion Family and Youth Projects.
11. Always Safeguard the good name and values of Fusion Family and Youth Projects.

Trustee: other general duties

In addition to the duties outlined in the above role description, each Trustee should use any

specific skills, knowledge or experience they have to help the Board of Trustees to reach sound decisions.

This may include:

1. Scrutinising on and contributing to the business of the Board.
 2. Acting as a counter-signatory for financial transactions.
 3. Facilitating discussions.
 4. Focusing on key issues.
1. Providing guidance on new initiatives, developments and services.
 2. Contributing to and supporting short-term workgroups and sub-committees of the Board of Trustees.
 3. Leading on other issues and activities in which the individual has special expertise or skill.

Conduct of Trustees

All members of the Board of Trustees of Fusion Family and Youth Projects. are expected to abide by the

Charity Commission's Governance Code for Smaller Charities (2017).

For more details of the specific legal obligations of a Trustee, visit the Charity Commission website

www.charity-commission.gov.uk and follow links to their publications

- CC3a: The Essential Trustee: An Introduction (January 2007);
- CC3 The Essential Trustee: What you need to know (March 2012).

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