



Clerk to the Boards

Candidate Application Pack

Young Gamers and Gamblers Education Trust

Young Gamers and Gamblers Education Trust, 71 – 75 Shelton Street, Covent Garden, London, WC2H 9JQ.

www.ygam.org | hello@ygam.org | 0203 837 4963 | Registered Company no: 09189998 | Registered Charity no. 1162425.

YGAM™ is the trading name of Young Gamers and Gamblers Education Trust and registered Trademark: UK00003114184.

Introducing YGAM

YGAM is a national charity with a social purpose to **inform, educate, safeguard** and build digital resilience amongst young and vulnerable people, helping them to make informed decisions and understand the consequences around gambling and gaming.



We enhance understanding

through research and evaluation
YGAM aims to enhance the UK's understanding of gambling, gaming and related harm, specifically amongst young and vulnerable people.



We educate practitioners and student peer mentors

to help young and vulnerable people YGAM develop and deliver training courses to professionals and volunteers who support young people at risk from problem gambling or gaming.



We increase awareness

through information and dialogue YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers.

To achieve this, YGAM delivers its mission and therefore its social purpose in three ways:



Practitioner Workshops: YGAM delivers accredited training to practitioners, enabling them to deliver the YGAM gambling-related harm-prevention programme.



University & Student Engagement: YGAM works in partnership with universities to train students to become YGAM peer mentors who programmes and campaigns within their universities.



Research: through the delivery of the above two products, a programme of research into the attitudes, thinking and behaviours of young people and gambling / social gaming will be created to establish a global research network, specifically targeting teenagers and young adults.

YGAM increases awareness of youth gambling and gaming as a public health issue with policy-makers, educators the industries themselves and key influencers. Our Programmes and Services also contribute to the emerging National Strategy to reduce gambling harms 2019 - 2021. In particular YGAM's impact contributes to:



Priority Action 1: Research to inform action



Priority Action 2: Prevention



Priority Action 3: Evaluation of the National Strategy

YGAM Innovation Limited as a wholly-owned trading subsidiary of YGAM, offering two products which contribute to the emerging National Strategy 2019 - 2021 to reducing gambling harms, namely priority Action 5: Industry Collaboration. Gameplan will work collaboratively to develop and deliver recognised City & Guilds and Pearson courses & qualifications for colleagues working in customer facing roles and an Apprenticeship Standard for the gambling industry.



We are looking for an exceptional candidate to join our team as Secretary to the Boards to help us support the efficiency and effectiveness of our governance.

YGAM is proud to be a living wage employer.

Thank you for your interest in the role of Clerk to the Board. This is a key role within YGAM supporting the Trustee and Trading Boards and their supporting Committees.

YGAM is a national charity with a social purpose to inform, educate, safeguard and build digital resilience amongst the young and vulnerable people. YGAM Innovation objects are to undertake commercial and trading activities to make profits for the provision of funding for YGAM to carry out purposes.

Over the last two years YGAM has worked with charity governance leaders Peridot Partners and an experienced governance specialist, to recruit a core team of trustees and trading company non-executive directors and establish a strong foundation for the effective operation of our governance meetings. Together with the charity's senior leadership team the Boards are steering the charity through the next stage of its development in line with its new three year strategy.

The YGAM board operates as a modern, 21st Century board whose members embrace their strategic role and generate new thinking that will keep YGAM relevant and responsive to the emerging needs and challenges facing young people around gaming, gambling and digital resilience. The Boards are equally clear on their fiduciary legal, ethical and social responsibilities and how the different Boards and committees undertake their differing responsibilities. The YGAM boards focuses on what will be happening in the future, looking to understand trends in the sector and economy at large to stimulate ideas and innovation, maintain relevance and even perhaps to enjoy first mover advantages. For us a 21st Century Board is set up to spark ideas, support calculated risks and deploy the expertise of their members in a more expansive way to expedite the reaching of our charitable objectives.

To support the Boards and ensure their time is used most effectively, we are seeking a highly organised and efficient Clerk to the Boards who will service the main YGAM Board, its two committees (Finance, Audit & Risk and People & Transformation) and the Trading Company Board – YGAM Innovation.

The responsibilities of the role will include organising board meetings; producing accurate minutes; advising Trustees and Directors on governance and compliance; reviewing and maintaining governance policies, procedures and related documentation. The role will also lead on trustee inductions, training and work closely with the chair regarding Board effectiveness, and trustee recruitment.

The role averages 25 hours per month, flexing in line with the quarterly cycle of meetings.

The role is offered as a 2 year fixed term contract. Reasonable travel and other expenses necessary to attending meetings in Central London will be covered.

To apply for the role please email your up-to-date curriculum-vitae and a cover letter of no more than two sides of A4 to careers@ygam.org. Only curriculum vitae with supporting statements will be accepted. The closing date for applications is Friday 24th January 2020 – all received applications will be acknowledged. Successful applicants who make the shortlist will be asked to attend an interview, which is planned to take place on Friday 14th February 2020 in London. Please make sure you can attend this selection day before applying. YGAM are proud to be recognised as an Investors in People organisation, guaranteeing you a purposeful job with plenty of training and career opportunities for the right person.

Yours faithfully



Mike Wojcik
Chair of Trustees

Yours faithfully



Lee Willows
Chief Executive

Job Description – Clerk to the Boards

Title: Clerk to the Boards

Reports to: Chair of Trustee Board.

Supports: YGAM Trustee Board
YGAM Innovation (Trading) Board
Finance, Audit and Risk Committee
People, Governance and Transformation Committee

Hours/Location: Part time 30 hours each month / home-based.

Salary: £15-16 per hour

Overview

The Clerk to the YGAM Board of Trustees and YGAM Innovation (trading) Board will perform the duties of company secretary in each case, and manage the business of the Boards, including; servicing Board meetings, advising Trustees and Directors on governance and compliance, and reviewing governance policies and procedures and related documentation.

The Clerk will also service the Finance, Audit and Risk Committee, and the People and Transformation Committee.

1. Time Commitment & Logistics

- Each Board and Committee meets 4 times a year
- The Boards typically meet for 3 hours on separate days
- The Committees typically meet on the same day for 1½ hours each
- The quarterly cycle runs over a period of 6-7 weeks covering collation of agenda and papers, attending and minuting meetings and issuing minutes
- The Trustee Board holds an annual Strategy and Development Day
- Occasional additional Board meetings are convened as necessary

2. Responsibilities of the Role

- In consultation with the Chairs and Chief Executive agree the annual schedule of meetings and annual plan of business for the Boards and the Committees
- Arrange appropriate meeting venues
- In consultation with the Chairs and Chief Executive produce agendas for the meetings and co-ordinate the timely provision of supporting papers from YGAM team in line with the requirements of the Board and Committees
- Co-ordinate the timely distribution of the agendas and supporting papers
- Attend Board and Committee meetings, taking minutes and recording actions required; prepare timely minutes in a professional manner, in-line with Charity Commission guidance, and where appropriate Companies House guidance
- Prompt follow-up actions from Boards and Committees meetings as necessary
- Advise the Chairs, Chief Executive and Board/Committee members on the management of Board and committee business, promoting effective governance
- Ensure Terms of References are up to date, relevant, and fit for purpose
(continued next page)

- Keep up-to-date with company and charity legal requirements and guidance on matters relating to governance and compliance, and advise the Boards as necessary, providing appropriate briefing notes
- Arrange all necessary filing at Companies House and with the Charity Commission, including changes in directors/trustees and their details, and annual returns, and (in conjunction with the auditors) the annual reports and accounts
- Maintain the Registers of Interests of Trustees and Directors, and relevant company registers as required
- Coordinate trustee and non-executive director induction and training
- Support the administration of the risk register liaising with YGAM senior leadership team and appropriate Committees
- Undertake such other work as might be required effectively to promote effective governance and compliance, including reviewing governance policies and procedures, assisting in the review of governing documents and corporate risk registers, and occasionally assisting in the preparation of reports

Key Accountabilities

Essential Skills and Knowledge

- Experience of working for / supporting the secretariat functions of a charity, social enterprise or company
- Detailed knowledge of charity governance and compliance requirements and to support its trading subsidiary
- A good understanding of relevant legislation/guidance affecting the governance and compliance aspects of a charity and its trading subsidiary
- Strong administrative and organisational skills
- Excellent communication skills, both written and oral, with the ability to communicate effectively with people at different levels
- Strong attention to detail and time management skills
- A willingness and capability to allocate sufficient time, on a flexible basis, to carry out effectively the duties and responsibilities of the posts
- Empathy with the Charity's aims and objectives

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