



## **TRUSTEE RECRUITMENT PACK**

April 2026

## CONTENTS

[Welcome letter](#)

[About Youth Legal](#)

Our Work

Our Strategic Aims

Our Values

Our Board of Trustees

[Role Description – Trustee](#)

The role of the Board of Trustees

Duties of a Trustee Board member

Person Specification

[How to Apply](#)



## WELCOME FROM OUR DIRECTOR

Dear Candidate

Thank you very much for your interest in joining the Board of Youth Legal.

Youth Legal is a registered Charity (No: 1151052), with Charitable Incorporated Organisation status. We are based in Wandsworth, assisting marginalised and vulnerable young people across the London area by providing specialist social welfare law advice in a holistic and youth friendly manner. We are a small team of expert and experienced staff, providing casework in the areas of Housing, Community Care, Debt, Welfare Benefits and Immigration across the London area.

Our ambitions are to ensure:

- Young people have better access to high quality legal advice when they need it.
- Young people are better educated and empowered through knowledge of their rights and responsibilities.
- Children and young people's rights are better respected and upheld by those in positions of power – particularly in relation to housing and social care.
- Law, policy & practice are improved to prevent young people's common legal problems from recurring.

With a strong reputation for the quality of our work, a sound financial base and a highly skilled and committed staff team, we are well-placed to make progress towards achieving our ambitions. Our Trustees have a key role to play in providing continuous challenge over whether there may be more effective and strategic ways to achieve our mission.

As we move into a new period of growth and strategic development, we are recruiting Trustees who can bring representation from the communities we support, including lived experience, and support the organisation in maintaining effective oversight as it expands. Trustees will contribute to robust decision-making, strengthen Board capability, and support the Director in delivering the charity's long-term vision and objectives.

We are interested in strengthening the Board's range of skills and expertise across areas such as HR, finance, fundraising and youth participation. We are actively seeking candidates who can bring a range of different experiences and viewpoints to our Board, and who represent diverse groups and lived experience. Crucially, all new Trustees will need to have a deep-rooted passion for improving young people's access to the legal advice they need.

If you think this could be you, we would love to hear from you.

If you wish to have an informal discussion about the opportunity, have any queries on any aspect of the appointment process, or need additional information, please contact us. (See 'How to Apply')

Hanna Dunn

Director



## ABOUT YOUTH LEGAL

### Who we are

Youth Legal is an independent charity based in Wandsworth, assisting marginalised and vulnerable young people across the London area.

Youth Legal facilitates young people's access to justice through high quality young person-friendly legal advice, support and education.

Our specialist legal advice is focussed on fighting for children and young people to be safe and secure, with appropriate housing and care.

### What we do

**We advise and represent** – standing up for young people's rights through the provision of high quality young person-friendly legal advice and holistic support.

**We support and empower** – giving young people the knowledge and skills to manage their problems and providing expert 2<sup>nd</sup> tier support to youth professionals.

**We campaign and influence** – fighting for change through strategic litigation and acting as an exemplar delivery model.

**We listen and engage** – enabling young people to hold ourselves and others to account.

Youth Legal believes that all young people should have their rights respected, be able to secure equal access to justice and be able to achieve a successful transition to adulthood.

### Our Work

We employ a small staff team at our offices in Clapham Junction in South-West London, supported by a nearly equal number of dedicated volunteers (90% of whom are under 30).

Our work includes providing:

- high quality specialist legal advice tailored for young people in Housing, Community Care, Debt and Money Advice and Immigration
- training for young people and their support workers in young people's rights and responsibilities
- an advice line
- a 2<sup>nd</sup> tier telephone advice service for grass root organisations
- strategic litigation.

Youth Legal is renowned for our expertise in:



## HOUSING

Assistance for young people facing homelessness, possession proceedings / eviction and other problems with landlords.

## DEBT AND MONEY ADVICE

Advice on credit debts, rent arrears, council tax arrears, utility bill arrears, available debt solutions and income maximisation, to get young people's finances back into shape and provide them with the confidence to manage their finances in the future.

## WELFARE BENEFITS

Basic, non-specialist advice on welfare benefits issues relating to disability, employment support allowance, housing benefit and rights of residence in relation to our Housing and Community Care cases. If specialist advice is required, we refer out.

## IMMIGRATION

We provide legal advice for young people and families with children who do not have leave to remain, or need to obtain settled status or apply for British nationality. We aim to regularise young migrants' immigration status so that they can resettle in safety and rebuild their lives. *We are not currently able to take on new clients and we are seeking funding for this.*

## Our Mission

All young people have their rights respected, can secure equal access to justice, and achieve a successful transition to adulthood.

## Our Vision

Youth Legal works to bring lasting change to the lives of marginalised and vulnerable young people by providing easy access to young person-friendly social welfare lawyers and advisers offering high quality, holistic support and legal education.

## Our Values

Youth Legal's six *core values* are as follows:

***Rights-based*** – all our work is rooted in young people's legal and human rights

***Expert*** – all our advisers are highly experienced, skilled and qualified to provide legal advice specifically to young people

***Compassionate*** – we listen to young people, take them seriously and care about them and their futures

***Committed*** – we go the extra mile to ensure our clients secure justice

***Inclusive*** – we prioritise those in greatest need and work to redress inequality



**Collaborative** – our staff, Trustees and Youth Advisory Board work closely together, and we partner with many other organisations to meet young people’s needs



## **Our Board of Trustees**

The Charities Act 1993 defines charity Trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity.

Youth Legal currently has a Board comprising the following Trustees:

Chiara Atie

Cecilia Potez

Janice Fordjour

Annabelle Woghiren – incoming

Current Trustees have backgrounds in law and advice services, EDI, IT and the Not-for-Profit sector. Two of our trustees are former members of our Youth Advisory Board.



## ROLE DESCRIPTION – TRUSTEE

<b>Remuneration</b>	The role of Trustee is an unpaid voluntary position. However, Trustees can claim out of pocket expenses (including travel expenses and childcare costs) incurred in attending meetings.
<b>Location</b>	Youth Legal is located in Clapham Junction, Devas Club, 2a Stormont Rd, London SW11 5EN.
<b>Time commitment</b>	Trustees should be in a position to commit a minimum of 8 days per annum to the role, including reading of relevant papers, attendance at meetings and occasionally representing the charity externally. Trustees are expected to attend most Board meetings. Failing to attend the majority of meetings will lead to the Trustee being removed from the Board (barring health and family commitment reasons). Meetings are held quarterly at a minimum, usually on weekday evenings starting 6/6:30pm, online, and last between one and two hours. Papers are distributed one week in advance of meetings.
<b>Reporting to</b>	Chair of the Board of Trustees

### Term of Office

As per constitution, three Trustees are retired and re-elected (if they choose to) every year; therefore, the term with 12 Trustees would be 4 years.

### The role of the Board of Trustees

At its simplest, the role of the Trustee Board is to ensure the effective governance of the charity by safeguarding the assets of the charity and applying them for the charitable purposes as declared in the objects of the charity.

In addition, Trustees are expected to:

- Provide effective and inspirational governance to Youth Legal
- Work in partnership with the Director to help achieve the mission of Youth Legal
- Champion Youth Legal

The Trustee Board must always act in the best interests of Youth Legal, exercising the same duty of care that a prudent person of business would in looking after the affairs of someone for whom he had responsibility. The Trustee Board must act as a group and not as individuals.

### Duties of a Trustee Board member

*The collective statutory duties of all Trustees are to:*

- Ensure that Youth Legal complies with its governing document (its Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations





- Ensure that Youth Legal pursues its objects as defined in its governing document
- Ensure that Youth Legal applies its resources exclusively in pursuance of its objects
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to Youth Legal, including setting overall policy, strategic plans and annual business plans, and monitoring progress against these
- Safeguard the good name and values of Youth Legal
- Ensure the financial stability of Youth Legal, including determining the annual budget and monitoring progress against it
- Protect and manage the assets of Youth Legal and ensure the proper investment of Youth Legal's funds
- Appoint and support the Director and monitor their performance
- Ensure the effective and efficient administration of the charity
- Approve the charity's policies
- Ensure proper accounting records are kept
- Review the Board's overall performance in carrying out its duties and responsibilities and take action to address areas of underperformance
- Ensure the sustainability and growth of the organisation

*In addition to the above statutory duties, each Trustee is expected to:*

- Attend meetings of Trustees
- Play an active part in the Trustees' meetings and deliberations
- Exercise due care and attention and use reasonable skill in dealing with the charity's affairs
- Use own skills, knowledge and experience to help the Trustees reach sound decisions
- Ensure personal knowledge and understanding of the work of the charity, its staff and key stakeholders
- Engage with the Chair in performance appraisal and undertake training and development activity in relation to the role of Trustee of the charity
- Take the lead in any Trustees' activities where the Trustee has special knowledge
- Sit on and, where appropriate, chair sub committees and working groups of the Board
- Comply with the Conflict of Interest Policy for the charity
- Sit on recruitment and disciplinary panels if required

All Trustees will undergo a period of induction, aimed at familiarising them with the work of Youth Legal and their role as Trustees.

### **Person specification**

Trustees need to be wholeheartedly committed to Youth Legal's vision and work and set a standard of conduct for the entire organisation by acting with the utmost integrity at all times. They are expected to be advocates of Youth Legal's work and to promote us positively and with passion externally. They will challenge the Director and the organisation to ensure the aims are being met appropriately and effectively.



In addition, each Trustee must have:

- a willingness to devote the necessary time and effort
- a commitment to Nolan's seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership
- strategic vision
- good, independent judgement
- a willingness to speak their mind
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of Youth Legal
- a commitment to equal opportunities and anti-discriminatory practice

The Board of Trustees collectively needs **skills and experience** in:

- Law
- Finance
- Fundraising
- Property/premises
- Advice services for young people
- Human resource management
- Collaborative partnerships
- Charities and Not for Profit organisations
- Charity governance



## HOW TO APPLY

Applicants are encouraged to have an informal discussion with Hanna Dunn (Director) on 07743 549 444, before entering into the formal process and thereafter to apply in confidence by sending a copy of your CV together with a short supporting statement.

Please let us know if you will require any special provision as a result of any disability should you be called for interview.

Applications should be sent to: [hannadunn@youthlegal.org.uk](mailto:hannadunn@youthlegal.org.uk)

Closing date for applications:

Rolling

First interviews (online):

May 2026

### Queries

If you have any queries on any aspect of the appointment process, or need additional information, please contact Hanna Dunn at [hannadunn@youthlegal.org.uk](mailto:hannadunn@youthlegal.org.uk) or 07743 549 444.

