



**TREASURER**

**RECRUITMENT PACK**

April 2026

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## 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.

We are recruiting a Treasurer to maintain sound financial oversight and governance of Youth Legal. The Treasurer will support the Board in ensuring financial stability, ensuring appropriate controls and reporting are in place, and that the organisation meets its legal and regulatory obligations. The role will involve reviewing management accounts and budgets, advising on financial planning, and providing constructive challenge and support to the Director on financial matters, helping to ensure informed decision-making as the charity continues to grow.

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 (NB for Treasurer specific see below)**

<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



## ROLE DESCRIPTION – TREASURER

<b>Remuneration</b>	The role of Treasurer 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>	The Treasurer should be in a position to commit a minimum of 8 - 10 days per annum to the role, including reading of relevant papers, attendance at Board meetings and regular meetings with the Director. 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

### Objective

To oversee and provide scrutiny of the financial affairs of Youth Legal, ensuring its financial viability and that proper financial records and procedures are maintained.

The Treasurer supports the Board of Trustees and Senior Leadership Team to ensure sound financial management, compliance with relevant regulations and funding requirements, and informed financial decision-making. The Treasurer will provide appropriate support and constructive challenge to the Director in relation to financial matters.

### Principal responsibilities

*NB: these are in addition to the duties and responsibilities that the Chairs shares with all Trustees (see p. 7-8)*

### Financial oversight

- Oversee the financial affairs of the charity and ensure they are legal, constitutional and within accepted accounting practice
- Monitor the financial position of the charity and report to the Board, ensuring Trustees understand the financial health of the organisation
- Ensure appropriate financial policies, controls and procedures are in place and operating effectively
- Review management accounts, budgets, forecasts and year-end accounts, highlighting key risks and issues
- Support the development and approval of the annual budget and financial plans
- Ensure the charity complies with statutory reporting requirements, including Charity Commission annual submission
- Advise the Board on the financial implications of the charity's strategic plans
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of financial opportunities, and manage and mitigate the risks
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

### Governance



- Ensure the proper governance of the charity and that it meets its legal, financial and regulatory responsibilities
- Ensure that the governance arrangements are working in the most effective way for the Charity
- Develop the knowledge and capability of the Board of Trustees particularly in relation to financial literacy
- Encourage positive change where appropriate
- Address and resolve any conflicts within the Board
- Appraise the performance of the Trustees and the Board on an annual basis
- Work within any agreed policies adopted by the charity

### **External Relations**

- Support the presentation of the charity's financial position to external stakeholders where required (e.g. funders, auditors)
- Facilitate change and address any potential conflict with external stakeholders

### **Efficiency and effectiveness**

- Ensure that Trustees are fully engaged and that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees
- Work closely with the Director to ensure financial information presented to the Board is clear, accurate and timely
- Monitor that decisions taken at meetings are implemented

### **Relationship with the Director**

- Establish and build a strong, effective and a constructive working relationship with the Director, ensuring s/he is held to account for achieving agreed strategic objectives
- Support the Director, whilst respecting the boundaries which exist between the two roles
- Provide financial oversight and constructive challenge to the Director, ensuring appropriate financial management and reporting
- Ensure regular contact with the Director and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Director to maintain an overview of the Charity's affairs, providing support as necessary, with a particular focus on financial performance and risk
- Ensure that the Director has the opportunity for professional development and has appropriate external professional support

### **Person Specification - Treasurer**

In addition to the qualities required of all Trustees of the charity, the Treasurer must also meet the following requirements:

#### **Personal Qualities**

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Exhibit strong inter-personal and relationship building abilities
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity



- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

### **Experience**

- Experience of charity governance and working with or as part of a Board of Trustees or similar governance experience
- Significant experience of chairing meetings and events

### **Knowledge and skills**

- Strong financial management expertise and understanding of charity finance, including budgeting, reporting and compliance
- Good understanding of charity governance issues
- Ability to grasp a strategic vision
- Ability to communicate financial information clearly to non-financial stakeholders

## 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.

