



APPOINTMENT OF TRUSTEE COMMITTEE MEMBERS

CANDIDATE INFORMATION
DECEMBER 2023



We are the leading maritime charity for youth development and lifelong learning. We are committed to developing young people through all things maritime, alongside delivering learning and career development for professionals across the sector.

WHAT WE DO

We help to launch resilient teenagers who can cope with the world as it is today, and we support people who work at sea to take advantage of professional opportunities.

MSSC was formed in 2004 and is the parent charity for the Sea Cadets and Marine Society. The charity is made up of these two charities, which merged in 2004. Both helped young people to achieve more and make a life for themselves, often in very difficult times.

SEA CADETS inspires 14,000 nine to 18-year-olds through challenge and nautical adventure, guided by the customs and traditions of today's Royal Navy. Thanks to the dedication and expertise of over 8,500 volunteers, our 400 units across the UK deliver unique opportunities for fun and learning that give our cadets a head start in life, whatever their backgrounds.

The welcoming environment of the 'Sea Cadets family' allows young people to thrive as they gain new friends, role models and support networks. Whether on the water or inland, the huge range of training and non-formal education we offer is designed to help our cadets progress through the ranks and gain skills and qualifications. In the process, they develop self confidence and resilience, learn how to work as part of a team, and discover their own unique passions – all of which improves their wellbeing and life chances.

MARINE SOCIETY works to ensure that every current and future seafarer and maritime professional is skilled for life. We achieve this by offering a range of apprenticeships and courses that build vital experience and deliver a range of practical and transferrable skills – all backed by our bursaries, mentoring schemes and library services.

Thanks to the learning opportunities we facilitate, the seafarers we work with are able to adapt and thrive in a rapidly changing world – whether they chose to progress at sea or return to shore. And in promoting maritime careers and providing training packages for employers, we're also developing the flexibility and expertise needed to grow the maritime sector – which will help to create even more career options for aspiring seafarers.



OUR VALUES

We are driven by what we do and the impact we have. We are proud of our work, approaching it with positivity, energy and enthusiasm as we lay the foundations for more inspiring futures.

Our shared values and ways of working are summarised below and will guide us as we work together to achieve our goals for those we support and to create a truly inclusive culture. Our work on Equity, Diversity and Inclusion (EDI) forms a critical element of our Future Ready Strategy and is entwined in all we do. We expect all our cadets, volunteers, employees and trustees to behave in line with our EDI policy and our values.



LOYALTY

We put our beneficiaries first and pull together to achieve our shared goals.



RESPECT

We are inclusive, considerate and professional.



COMMITMENT

We are committed to the charity's goals and to work creatively to find solutions.



HONESTY AND
INTEGRITY

We are open, honest and treat everyone fairly.



SELF
DISCIPLINE

We are focussed and structured in our work to achieve the best possible outcomes.



COURAGE

We do what we know is right and support others to do the same.





FUTURE READY

STRATEGY 2023—2028

Guided by our new strategy, we are more motivated than ever to retain our position as “the leading maritime charity for youth development and lifelong learning.” Following the success of our two-year Regeneration Plan in reviving our activities after the pandemic, our new five-year strategy will help us seize the opportunities we have worked so hard to create.

The Future Ready strategy is about meeting the growing demand for what we provide, both for young people and seafarers – and the thousands who aspire to be the sea cadets and marine professionals of the future. It is also about equipping them to achieve their potential and thrive in a rapidly changing world, while growing our organisation to benefit even more people – including those from under-represented or marginalised groups.

The strategy is built upon three key elements:

- Enhancing **our offer**, so that we can provide an even more consistent, focussed and engaging Sea Cadets Experience which better reflects today’s Royal Navy, and a growing maritime curriculum with an expanded range of apprenticeships.
- Enabling **our people** to benefit from the training and flexibility that will help them provide even greater experiences for sea cadets and seafarers.
- Creating the conditions for **growth & inclusion**, so that we can provide more opportunities, recruit more volunteers and allow more beneficiaries to access what we provide.

Underpinning those three themes are our enablers - the essential things that support everything else we want to do. This includes developing our environmental approach, as well as work to ensure that the resources, facilities, equipment and systems are in place to support our delivery. You can read more about our new strategy [here](#).



OUR STRUCTURE

We employ around 190 employees geographically spread across the UK. Our national office is located at 200b Lambeth Road in London where around 60 members of staff work including our CEO and the senior management team. The senior management team is our Chief Executive and six directors including the Captain of the Sea Cadet Corps.

The Sea Cadets charity has 400 local units across the UK from Lands End to John o' Groats and they are run by trained and dedicated volunteers. Each of our 9,000 volunteers provide support and mentoring to young people in their care, of which we have 14,000. The national charity provides boats and bursaries to support activities and 12 national training centres and boat centres.

Our Memorandum of Understanding with the Royal Navy

Sea Cadets is an MOD sponsored cadet force and operates through a Memorandum of Understanding between MSSC and MoD. The Royal Navy is our biggest supporter making up just half of the charity's income, the rest is fundraised for by the national charity, based in London, and the individual sea cadet units across the UK of which we have 400.

Our governance

MSSC is governed by a board of non-executive Council Members (Trustees), who delegate the day-to-day management to the Chief Executive and his team. Individual members of council chair the following subcommittees of the main board:

- Finance, Investment, Remuneration and Audit Committee
- Policy, Development and Nominations Committee
- Safety, Safeguarding and Risk Committee
- National Sea Cadets Advisory Council



THE ROLE

We are an ambitious charity looking to appoint additional **Trustee Committee Members** to support the work of our Trustee group. Our Committee Members often go on to become full Trustees over time. As a Trustee Committee Member, you would sit on one or more of our Committees and provide critical input to the work of the Trustees and the charity. We are looking for individuals with specialist knowledge in any of the following:

- Youth Sector / Youth Development
- Government / Civil Service

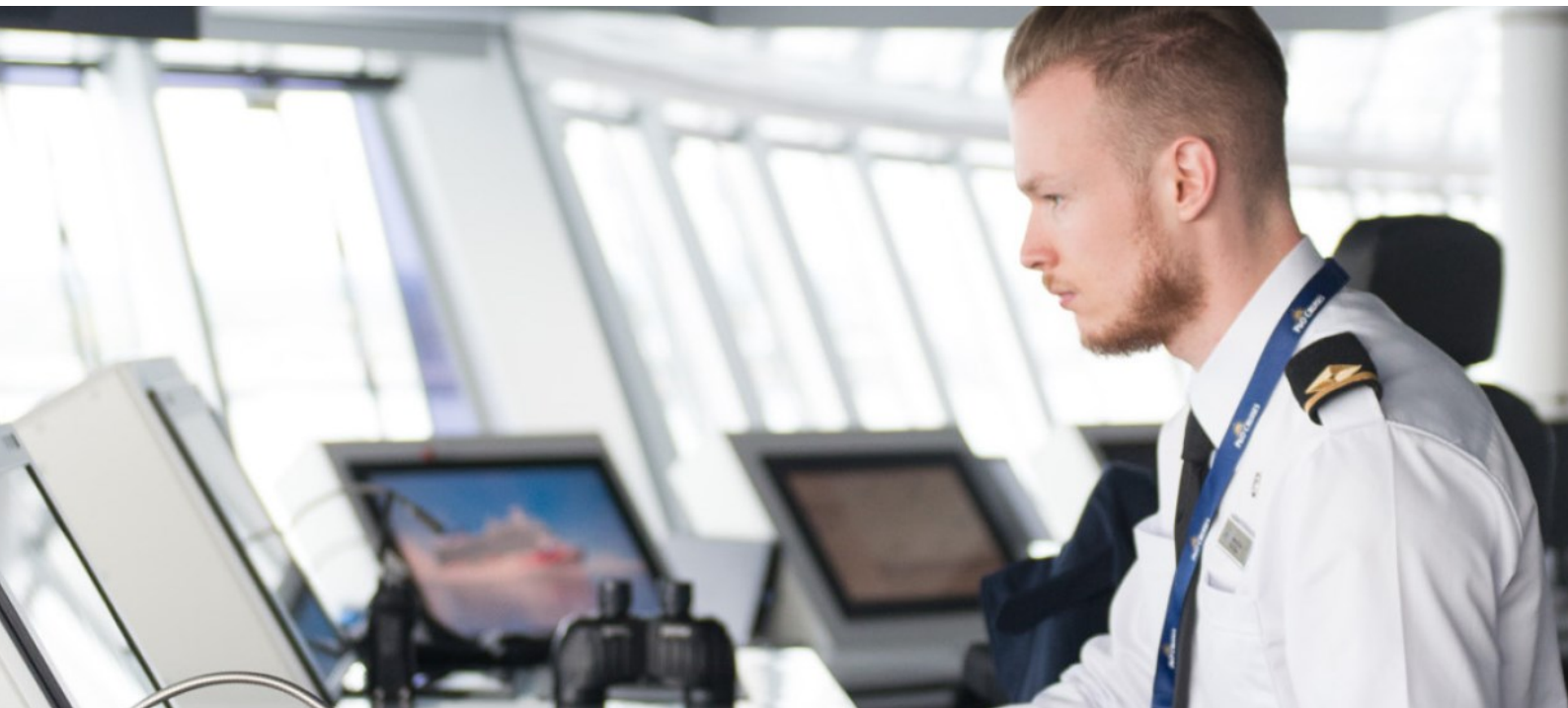
BEING AN MSSC COMMITTEE MEMBER

Your commitment: Our Trustee committees provide critical input to the work of the Trustees and the charity. To make sure that the very best investment is made all committee members are expected to commit to:

- Taking part in at least four meetings of each committee a year
- Contributing to the work of the committee
- Engaging and supporting specific projects involving your area(s) of particular expertise
- Attending one or two MSSC public events including the AGM

TERMS OF APPOINTMENT

- It is anticipated that the newly appointed Trustee Committee Members will join the MSSC in early 2024.
- Meetings are typically held on Wednesdays or Thursdays, and are generally hybrid, enabling members to join in person at our National Support Centre in Lambeth or virtually.
- These are voluntary roles. Our Trustees are not remunerated, however, travel expenses directly incurred in the role, can be reimbursed.
- All successful applicants are required to attend safeguarding training and undergo a criminal record check.



ROLE DESCRIPTION

As a MSSC Trustee Committee Member you will join one or two of the Trustee committees, namely:

- Finance, investment, remuneration and audit committee (FIRA)
- Policy, development and nominations committee (PDN)
- Safety, safeguarding, inclusion and risk committee (SSIR)

These committees, chaired by a Trustee, meet four times a year to monitor the work of the charity and provide recommendations to Trustee (Council) meetings. The role of a Trustee Committee Member is:

Strategy and performance management

- To assist the Trustees in giving firm strategic direction to MSSC, setting a vision, goals, policy and plans, targets and KPIs;
- To assist the Trustees in ensuring that MSSC seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy;
- To assist the Trustees in ensuring breadth and diversity in MSSC's vision, values, policy and strategy;
- To serve as an ambassador for the MSSC, promoting understanding and recognition of, and support for its vision and values;
- To be aware of current issues relating to MSSC's activities.
- To assist the Trustees in monitoring and evaluating performance against plans, targets and key performance indicators, and the charity's wider impact on stakeholders;
- To assist the Trustees in monitoring the performance of the CEO.
- To assist the Trustees in ensuring the financial stability of MSSC through creation of an effective funding strategy and robust relationships with key stakeholders;
- To assist the Trustees in ensuring the proper management of the charity's assets both physical and intellectual; and sound financial management;
- To assist the Trustees in using MSSC funds and assets reasonably, and only in furtherance of MSSC objects;
- To assist the Trustees in avoiding undertaking activities that might place MSSC endowment, funds, assets or reputation at undue risk;
- To assist the Trustees in taking care when investing MSSC funds, or borrowing funds for charity use.

Risk management

- To assist the Trustees in ensuring that systems and procedures are established in order to manage the key risks of the Charity (particularly relating to on and offshore training, child protection and safeguarding) and ensure that best practice is embodied in all MSSC activities;
- To safeguard the good name and values of MSSC.

Compliance

- To assist the Trustees in ensuring that MSSC complies with charity law, and with Charity Commission reporting requirements and with the requirements of other legislation, regulators and stakeholders, including the MoD and other major funders;
- To assist the Trustees in ensuring that key risks to MSSC are identified and effectively managed and that professional advice is sought and considered where appropriate;
- To assist the Trustees in ensuring that MSSC does not breach any of the requirements or rules set out in its governing document and meets the charitable purpose and objects set out there.
- Act with integrity, and avoid any personal conflicts of interest or misuse of MSSC funds or assets.

Good governance

- To uphold the principles and practice of good governance;
- Declare and manage any conflicts of interest as they arise;
- To participate in Trustee development and training as appropriate;
- To prepare for and attend Committee meetings regularly and contribute to discussion and collective decision making;
- To use any particular personal knowledge, skills and experience to help the Board of Trustees to further the objects of the charity.

Prudent management of assets

Committee Members should assist the Board of Trustees (Council) in undertaking their joint and several responsibility for the overall governance and strategic direction of MSSC, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Committee Member Trustees should also be aware of and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees or Committee Members in any particular aspect of the governance of the charity.

PERSON SPECIFICATION

We are seeking individuals who share our passion for making a tangible, positive impact to change lives. As inclusion is really important to us, it is critical we have a diverse mix on our board and therefore we are keen to recruit committee members from a broad mix of backgrounds and experiences. We would therefore particularly welcome applications from those from under-represented groups.

Individuals are sought who have:

- A strong empathy with our vision and values
- A strong background working at a senior level in the youth sector or in government / civil service
- An understanding of our work and ambition
- Experience, skills, and expertise in safeguarding young people (desirable)

Trustees and Committee Members will also bring the following:

EXPERIENCE

- Successful experience of operating at board or at senior leadership level within a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A track record of commitment to promoting equality and diversity
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences

KNOWLEDGE, SKILLS AND UNDERSTANDING

- Commitment to the organisation and a willingness to devote the necessary time and effort (a minimum of four trustee committee meetings per annum)
- Preparedness to make judicious recommendations to the committee of which they are a member and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- Enthusiasm, energy and time to commit to this role
- An understanding of the issues facing volunteers and of how to motivate and enthuse this audience
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to MSSC on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code YASCA2.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter outlining why you are motivated to apply, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Monday 8th January 2024**.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

MSSC positively encourages applications from suitably qualified and eligible candidates from all backgrounds. Equity, diversity, and inclusion really matters to us, so we can best serve our beneficiaries from every community. We work to ensure a fair and consistent recruitment process and aim to be a charity where diversity of experience, identity and skills are valued and welcomed. MSSC is an equal opportunities employer.

We recognise our responsibilities to safeguard and protect the young people and vulnerable adults with whom we work. We do all we can to promote their health, safety and wellbeing, and we expect our staff to share this commitment and work in line with safeguarding policy, the MSSC's values and ethos of inclusivity. We adhere to safer recruitment practices and therefore employment is subject to detailed pre-employment checks for successful candidates, including references and criminal disclosure checks and the completion of a disclosure questionnaire.



MSSC
MARINE SOCIETY & SEA CADETS

200b Lambeth Road
London SE1 7JY
ms-sc.org

Sea Cadets is a charity registered in England and Wales 313013 and in Scotland SC037808