**Treasurer Recruitment**

We are looking to recruit a Treasurer to our Board of Trustees to take us forward and support our vital work with young carers and young people impacted by familial substance misuse. This hugely rewarding opportunity will use your skills and experience to work alongside an expert and stable staff team with an excellent reputation.

**About Sheffield Young Carers**

Sheffield Young Carers (SYC) raises awareness of and provides support to children and young people aged 8-25 who:

* provide care for one or more family members who have disabilities, long-term physical illnesses, or mental illnesses
* are affected by drug and alcohol issues in their family (now or in the past)

SYC aims to reduce isolation and stigma; increase young people’s access to social, educational and career opportunities; and provide practical and emotional support. We offer one-to-one and group support; holiday activities and breaks; family support; and support through key transitions, e.g. moving from primary to secondary school.

SYC works city-wide to ensure good quality support is available to young carers and young people affected by familial substance misuse across Sheffield, both on a strategic and operational level. We provide information, training and resources to young people and professionals in all fields and coordinate a network to support local schools to identify and support young carers. We are also active members on a range of strategic boards and networks. Youth voice and participation is fundamental to all our work and we coordinate an Action Group for young people who want an active role in helping to run our service and in influencing policy and practice in order to improve the lives of young carers and young people affected by familial substance misuse, locally and nationally.

SYC is in sound financial health with an annual turnover of c£800k with a strong fundraising record. SYC receives grants and support from a wide range of sources including Sheffield City Council, the National Lottery, Henry Smith Foundation and Paul Hamlyn Foundation.

SYC is led by Sara Gowen and Laura Selby, our co-CEOs and a staff team of 18, including team managers, development and project workers and a core administrative team. The Board of Trustees currently consists of eight trustees, including three young trustees (all former service-users). The trustees bring a range of experiences including strategic development, HR, and leadership skills. They come from a range of fields including health, education and private sectors.

**SYC’s values and mission**

SYC’s vision is ‘Working with young people to make a difference for life’.

**Our values are:**

* **Inclusion:** We welcome and involve everyone, and challenge discrimination
* **Innovation:** We reflect and change to always do the best we can
* **Inspiration:** We share our expertise and energy to inspire positive change
* **Impact:** We see and nurture potential to make lasting change

**Our mission is:**

1. We promote the needs and rights of children and young people who are carers and/or impacted by familial substance misuse.
2. We involve and inspire children and young people, families and the wider community to create lasting change.
3. We challenge discrimination and oppression and advocate for the rights of individuals and oppressed groups.
4. We learn from, develop and share best practice to continually improve our service.
5. We enable others to improve the lives of children and young people who are carers and/or impacted by familial substance misuse.

**Our objectives are:**

1. We put young people’s participation and voice at the heart of all we do.
2. We use a whole family approach to improve social inclusion, educational and employment opportunities, emotional and physical wellbeing.
3. We raise awareness and enable others to identify and support children and young people who are carers and/or impacted by familial substance misuse;
4. We work in partnership with others to embed long term change for children and young people who are carers and/or impacted by familial substance misuse.
5. We continue to improve and innovate whilst maintaining high quality service, strategic direction and financial stability.

**SYC is a** [**Disability Confident**](https://www.gov.uk/government/collections/disability-confident-campaign) **employer. You can find our** [**Access Statement here**](https://www.sheffieldyoungcarers.org.uk/access-statement)**. We are committed to being a diverse and inclusive employer and we welcome applications from all communities.**

**Treasurer’s key responsibilities**

**1. Financial planning and budgeting, including regular financial reviews,** including:

* Oversight of banking, book keeping and record-keeping processes
* Assisting preparing quarterly financial update / management accounts for presentation to the Board of Trustees
* Regular review of bank reconciliations
* Ability to use accounting and financial software and use or adapt to use of QuickBooks, SYC’s financial software package.

**2. To ensure good financial governance** including:

* To keep abreast of government financial directives, taxation law and the Charity Commission’s financial policies and guidance
* Advising and supporting the Board on how to carry out its financial responsibilities
* Advising on financial policies and procedures
* Managing financial risk
* Oversee the preparation of the annual accounts for Independent Examination, working in partnership with an accountant from [Seven Hills Accountants](https://www.sevenhillsaccountants.co.uk/).

**3.** **To represent SYC** as required, ensuring its reputation is upheld at all times.

**Further information**

This is a voluntary unpaid position - reasonable out of pocket expenses will be reimbursed.

There are around 5-6 board meetings per year including away days and formal meetings. All trustees need to have a DBS and bankruptcy check, and undergo safeguarding training.

You don’t need any prior knowledge of the work we do. Above all, you need to be committed to making a real difference to young carers/young people impacted by familial substance misuse and their families in Sheffield.

Please contact either Sara Gowen, CEO, via ceo@sycp.org.uk or Richard Ross, trustee and Chair-Elect, via [r.j.ross@sheffield.ac.uk](mailto:r.j.ross@sheffield.ac.uk) to arrange an informal discussion.

Please apply in writing by **30th April 2024**, to include a letter outlining your interest in the position and an up-to-date CV. Please send to Sara Gowen at the above email address.