

# ThinkForward Young Trustee

Role information pack



# About ThinkForward

ThinkForward exists to support young people to create better and brighter futures. We want them to be able to identify, realise and shape their aspirations, and be ready to make a successful transition into work.

Young people experiencing barriers such as challenging relationships, living in low-income households, or growing up in areas with a lack of access to opportunities can be confronted with hurdles. Without the right support, these barriers can lead to a high risk of unemployment and long-term effects on career and life chances.

There are more than 900,000 16-24-year-olds in the UK who are not at school or college, or don't have a job or training place. Our ambition is to prevent young people becoming one of these statistics. In 2025, we will be supporting more than 1,500 young people.

For more information on ThinkForward, our vision and mission, our programmes and equalities manifesto, please visit [our website](#).

# Introduction from our Chair

After serving as a trustee for three years, I was delighted to step up as Chair in 2024. I have witnessed firsthand the positive impact ThinkForward's programmes has for young people and I am excited to continue the incredible work ThinkForward is doing. I truly believe that every young person deserves the chance to succeed to achieve their full potential. As we enter our next phase of development, following the culmination of our current 5-year strategy, our vision remains to prevent the next generation of youth unemployment.



Our long-term coaching and employability programmes for under-served young people at key stages in their lives, enable them to successfully transition into work. We know our programmes work. 23% more of our graduates successfully get jobs or go on to further training than the national average.

We are looking to recruit new Young Trustees with the enthusiasm and lived experience to ensure that youth voice permeates all Board decisions. You will bring energy and fresh ideas, and we will give you the support and training to understand what the role of a trustee entails and what your responsibilities will be. You will have time to decide if the role is right for you during an initial period of training.

As a Trustee you will have the belief and passion to help us succeed in shaping our future. I'm extremely excited about this opportunity to refresh our Board and I encourage you to consider becoming a Young Trustee for ThinkForward.

**- Matt Tate, Chair**

# Our values

Our values are more than words; they are the principles that guide our actions and decisions every day. By embodying these values, we create a positive and empowering environment for ourselves, our colleagues, and the young people we serve.

Read more about how our values are embedded in our work [here](#).



# About our programmes

The **FutureMe** programme provides five years of personalised coaching and employability activities to get young people ready for the world of work. Coaches build trusted relationships, supporting young people to take control, find solutions to challenges, develop skills and create a positive vision for their future.

The **Making Strides** programme works with young adults who have learning disabilities and/or autism with the aim of supporting them into sustainable paid employment. Young people take part in insight visits, work placements and business mentoring to build their experience and develop skills and capabilities.

The **Future Leaders** programme works with young Black men and women, and young South Asian women that are at risk of exclusion or have been excluded from mainstream school. The programme helps them to overcome the barriers they may face such as a lack of networks, social capital and soft skills, and prepare them to be ready to find a fulfilling career.

# Our team

## Board of Trustees



Matthew Tate  
Chair



Dan Easterbrook



Kathryn Jack



Keith MacDonald



Roxanna Patel



Sally Cartwright



Vanessa Morphet

## Senior Leadership Team



Ashley McCaul  
CEO



Robert Posner  
Deputy CEO



Charlene Theophile  
Director of Programmes



Gemma Shepherd  
Director of Development

# Our strategy

As we come towards the end of our current strategic plan we have been reflecting on the past five years and what we have achieved. Our report card is extremely positive. We raised over £15m during the period, worked with 1.5x the number of young people from start to finish, successfully ran our existing programmes and introduced new programmes of work including Making Strides and Future Leaders.

We generated two research reports which demonstrate the impact of our work and make recommendations for tackling inequity for young Black men and young people with learning disabilities.

Our new plan will help us to navigate the difficult waters all charities are facing at the moment, with particular emphasis on sustaining our work at the same time as generating growth.

This is an exciting time to join our Board of Trustees as you will be closely involved in the development of our new strategy to take us forward.

# Youth Participation at ThinkForward

Our aim for youth participation is to provide opportunities for young people to meaningfully engage in our work and programme design, which will contribute to the development of their work-readiness skills and to the improvement of our programmes.

We currently offer multiple opportunities for young people to use their voices to influence change within ThinkForward. These include: our Youth Advisory Board, consultations, our alumni network, social action projects and being involved in the recruitment of all new staff. Our young trustees work with our Youth Advisory Board to provide a feedback loop with the main Board of Trustees.

This year, we were delighted to be awarded the London Youth Gold Quality Mark. This award recognises our commitment to involving young people in decision-making and celebrates the quality of our youth work provision. London Youth has over 500 members and ThinkForward are one of 9 members to have achieved this award, demonstrating our dedication to youth participation.



# About the role

As a trustee, you will take part in decision-making, leading ThinkForward to achieve ambitious growth targets and deliver on our mission to support young people to build a brighter, better future.

The Board of Trustees is currently made up of seven trustees who meet every three months. At these meetings, the Board discuss everything the charity does, including how we secure funding, how we deliver our programmes and how we keep young people safe.

As a trustee, you will play a key role in keeping the voice of young people at the heart of all decisions made at the board level. You will be the main link between the Youth Advisory Board and the Board of Trustees, ensuring effective communication between the two groups. The Youth Advisory Board meets monthly with occasional in-person meetings in school holidays.

We do not expect you to know everything about what we do or what being a trustee involves. During your first 6 months in the role, we will support you with training and shadowing opportunities so that you feel empowered and prepared to step into the role of trustee.

After 6 months, your official appointment will be recommended to the Board of Trustees. Once appointed, you will become an official member of the board and will hold equal voting rights and responsibilities to the other trustees.

# The details

**Contract:** Permanent, voluntary.  
**Start Date:** September 2025  
**Location:** Remote  
**Closing Date:** 20<sup>th</sup> July 2025

For job description and person specification details please click [here](#).

To apply for this role, send us your CV and your answers to the following questions:

- Why does this opportunity interest you? (max 200 words)
- Describe a time where you have advocated for an underrepresented group of people? (max 200 words)
- Describe a time where you have had to be organised to complete tasks.

OR

Describe a time where you have shown commitment to a role despite competing priorities? (max 200 words).

Please send your CV and your answers to [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk).

Please note: **to be eligible for the role you must be aged at least 18 years old and not disqualified from acting as a trustee.**

# Important information

ThinkForward is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and post holders to share this commitment.

ThinkForward is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

As a registered Disability Confident employer, ThinkForward has an accessible recruitment process. We offer interviews to all applicants who meet the job requirements and who declare themselves as having a disability. If you need support, such as materials in larger print, dyslexic-friendly fonts or adjustments for the interview, please contact [jobs@thinkforward.org.uk](mailto:jobs@thinkforward.org.uk) and we will ensure you have what you require to successfully complete this process.



# ThinkForward

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Instagram: [@thinkforwarduk](https://www.instagram.com/thinkforwarduk)

LinkedIn: [thinkforward-uk](https://www.linkedin.com/company/thinkforward-uk)

ThinkForward is a charity registered with the Charity Commission.

Registration number 1152862.

