

Impetus



**Resources and Audit Committee Members
Information Pack**

Introduction from the CEO

"Impetus is a dynamic, impact focused organisation, passionate about enabling lasting improvements in educational and economic outcomes for young people from disadvantaged backgrounds.

We are rigorous in our work alongside being caring, inclusive and fun in our culture. We have an ambitious new strategy and are keen for talented and experienced finance, people and risk professionals from all backgrounds to join our Resources and Audit Committee and help us grow further and better.

The Members of this committee have a vital role - to keep Impetus abreast of best practice, relevant developments, opportunities and risks related to financial management and grant-making, and to provide oversight, advice and insight on the integrity of our financial practices and human resources.

At Impetus we support the development of strong organisations, and the strength of our own organisation is essential to that mission."

Eleanor Harrison OBE
CEO, Impetus

A note from a Committee member

"Being a member of the Committee is a great opportunity to work with senior management in shaping how the risks and opportunities faced by Impetus are managed. The role also gives an in-depth insight into both the strategic and day-to-day challenges which need to be addressed to enable Impetus to deliver its valuable contribution to its stakeholders."

Mike Garland
Co-opted Resources and Audit Committee member

Overview

Are you passionate about giving all young people the best chance in life?

Do you have skills, experience and a fresh perspective to bring to our governance to help us deliver our mission to support young people from disadvantaged backgrounds succeed in school, work and life?

We are looking for new members to join our Resources and Audit Committee. We welcome applications from people from all backgrounds who have experience and expertise in the fields of finance, audit, charity management (including managing government grants) and grant-making.

We are committed to harnessing the benefits of becoming more diverse in background, experience, and thought; therefore, we particularly welcome applications from those from black and ethnic minority backgrounds.

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising organisations working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations. In partnership with other funders, we help our charities scale and we influence policy and decision makers so that all young people get the support they need.

We currently support a portfolio of 23 high-potential charities in the youth sector, helping them deliver benchmark-beating employment and education outcomes for young people.

Impetus currently has more than 47 members of staff, supporting programmes across England, Wales and Scotland.

Impetus is a registered charity and our charity number is 1152262.

The Youth Endowment Fund (YEF)

In March 2019 impetus established the Youth Endowment Fund (YEF), an independent charitable trust with a £200m endowment and a ten-year mandate from the Home Office to spend the endowment. The charity's mission is to prevent children and young people from becoming involved in violence. It does this by finding out what works and building a movement to put this knowledge into practice.

The YEF currently has more than 55 members of staff, supporting programmes across England, Wales and Scotland.

Impetus is the sole corporate trustee of The Youth Endowment Fund Charitable Trust (YEF), a registered charity number 1185413.

The Resources and Audit Committee's responsibilities span both across the whole Impetus group.



Our Values

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

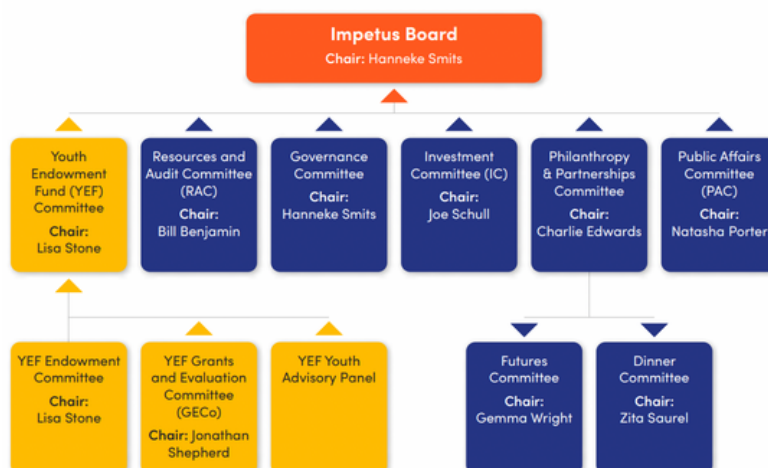
Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.

Background

The Resources and Audit Committee was established is responsible for reviewing and monitoring all financial and operational aspects of Impetus and reports to the Board on such matters, including financial risk management and people.

Due to the size and nature of the organisation, the Committee considers that an internal audit function is not required. The Committee also helps ensure that we maintain and develop relationships with our donors, co-investors and supporters in order for Impetus and its charities to receive the funding, pro-bono and other relevant support to achieve our overall mission and strategy.



Duties of the Resources and Audit Committee include: _____

- To review and monitor the integrity of the financial statements of Impetus
- To keep under review the adequacy and effectiveness of Impetus's internal financial controls and internal control and risk management systems
- To review Impetus's procedures for detecting fraud; for the prevention of bribery and receive reports on noncompliance; and by which employees and contractors may, in confidence, raise concerns about possible wrongdoing in matters of financial reporting or other matters
- To review Impetus's strategic IT direction for the support of organisational direction including cyber security
- To maintain oversight of Impetus's HR strategy and arrangements including recruitment, retention, remuneration, staff surveys, learning and development framework, and progression policy
- To maintain oversight of Impetus's premises and office arrangements
- To have oversight of the recruitment process for the position of Director of Finance and Operations
- To consider and make recommendations to the Board in relation to the appointment, reappointment, removal and remuneration of the external auditors
- To review the findings of the audit with the external auditors
- To discuss problems and reservations arising from audits and any matters the auditors may wish to discuss (in the absence of staff, where necessary)
- To have the chair of the Resources and Audit Committee report formally to the Board on its proceedings after each meeting on all matters within its duties and responsibilities and formally report to the Board on how it has discharged its responsibilities; and to make whatever recommendations to the Board it deems appropriate on any area within it.



Person Specification

We are looking for members who have:

- Financial literacy and the ability to understand and analyse financial statements and related organisational risks
- Strong strategic thinking and problem-solving abilities with the ability to contribute to organisational strategies.
- Experience in managing and monitoring the finances of an organisation
- Understanding of the challenges faced by similar organisations
- A strong commitment to Impetus' mission and good governance
- A commitment to equality, diversity and inclusion
- Familiarity with managing government contracts and working in the charity/not for profit sector is desirable

Structure and meeting frequency

The Resources and Audit Committee will consist of around 5-7 members, chaired by an Impetus Trustee.

The Group will meet quarterly or as otherwise required. Any of the committee members may request a meeting of the Resources and Audit Committee if they consider it necessary. Meetings are hosted either at the Impetus office or online via MS Teams. In-person attendance is encouraged but not mandatory.

We anticipate that the average time commitment would be around 4-6 hours per quarter, across the quarterly meeting, meeting preparation and ad hoc advice. External members should be willing to serve for a minimum of three years, which may be extended by one further three-year period, provided the member remains independent.

This post is unremunerated, but reasonable expenses will be reimbursed.



Committee Governance

The Resources and Audit Committee comprises a minimum of two Impetus Trustees, to be selected by the Board on the recommendation of the Governance Committee or the Chair of the Board.

The chair of the Resources and Audit Committee shall be an Impetus Trustee and shall be appointed by the Board. In the absence of the chair of the Resources and Audit Committee, the remaining members shall elect one of their number to chair the meeting.

The Chair of Impetus may be a member (but not chair) of the Resources and Audit Committee.

Members of the Resources and Audit Committee shall be independent in character and judgement and free from any relationships or circumstances which are likely to affect, or could appear to affect, their judgement.

The quorum for meetings of the Resources and Audit Committee is two of its members, both of whom must be an Impetus trustees.

No one other than a Resources and Audit Committee member is entitled to attend meetings of the Resources and Audit Committee, but others may attend by invitation.

Impetus Governance

Impetus is a charitable company registered with the Charities Commission (Charity number 1152262) registered in 2013 under its Memorandum and Articles (governing document). The governing body of the charity is the Board of Trustees, led by our Chair.

Trustees are aware of and comply with the duty to act in the public benefit in accordance with section 17 of the Charities Act 2011 and members are listed on the administrative details page of our website. The governing body also meets as the sole corporate Trustee of The Youth Endowment Fund, a registered charitable trust.

The Board sets strategy and reviews policy. Day-to-day responsibility is delegated to the Chief Executive Officer, who works closely with the Chair. We have a number of committees and advisory groups made up of experts from a range of fields, providing in-depth review and oversight of our activities led, where possible, by Trustees.

Our commitment to equality, diversity and inclusion

At Impetus, we believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We welcome applications from people of all backgrounds, ages and genders and particularly those with lived experience of the issues our young people face. We are happy to consider any reasonable adjustments that may be needed in order to be successful.

How to apply

Application

To apply please email your CV and a supporting statement that sets out why you are interested in joining our organisation and how you meet the person specification for this role to recruitment@impetus.org.uk

We will also forward you an online form equal opportunities monitoring form to complete, this is for monitoring purposes only and is not treated as part of your application.

You will need to:

- Provide a CV
- Provide a supporting statement that sets out why you are interested in joining our organisation and how you meet the person specification for this role

The deadline for applications is 10am Friday 8 December 2023.

For an informal discussion about the role please email Irfan Umarji, Director of Finance and Operations at recruitment@impetus.org.uk

Personal Data

Please note, your personal data may be shared with our HR team and Group members for the purposes of the recruitment exercise. We do not share your data with other third parties.

