



Chair of Trustees

Application Pack

October 2026

Dear Applicant

Thank you for considering the role of Chair of Trustees at Sheffield Young Carers. Our application pack includes:

- Information about SYC
- Chair's key skills and responsibilities.

The closing date is 5pm, 30th October 2026.

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. There will also be meetings with the CEO, along with attendance and support for various events. 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 sara.gowen@sycp.org.uk or Rosie Valerio, acting chair and experienced trustee, via rosieavalerio@gmail.com to arrange an informal discussion.

Please apply in writing by **30 October 2023**, 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.

Yours sincerely



Sara Gowen

This information is available online

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.

For further information on SYC, please see our website: www.sheffieldyoungcarers.org.uk

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 outcomes:

SYC will look after its people, keep improving, and stay sustainable, so it can deliver the best possible outcomes for young people.

Young people in SYC will get tools, opportunities and space to:

1. Feel happier, healthier and emotionally supported.
2. Have increased confidence in achieving their goals in education, employment, or training.
3. Have increased confidence and skills to manage life transitions.
4. Have a reduction in negative impacts of caring responsibilities.
5. Have opportunities to influence policy and services which affects them.

SYC's finances and governance

SYC is in sound financial health with an annual turnover of c£650k with a strong fundraising record. SYC receives grants and support from a wide range of sources including Sheffield City Council, the National Lottery, Garfield Weston and local charitable trusts.

SYC is led by Sara Gowen and Laura Selby, our Co-CEOs and a staff team of 15, including team managers, development and project workers and a core administrative team. The Board of Trustees currently consists of seven trustees, including two young trustees (former service-users). The trustees bring a range of experiences including strategic development, HR, and PR skills. They come from a range of fields including health, education and private sector.

SYC is a [Disability Confident](#) employer. You can find our [Access Statement here](#). We are committed to being a diverse and inclusive employer and we welcome applications from all communities.

Chair of Trustees: key responsibilities and skills/experience

Chair's key responsibilities

1. To provide strategic leadership to the Board, ensuring that SYC:

- achieves its mission,
- maintains sound financial health
- complies with all relevant legislation and regulations
- operates effectively
- manages risk, and
- continues to develop and strengthen its work in supporting young carers/young people impacted by familial substance misuse and their families.

2. To ensure good governance including:

- overseeing the effective management of the charity
- chairing and managing Board meetings, and developing the Board as a team
- appraising the performance of the Board and co-trustees on a regular basis
- driving trustee recruitment and succession planning to ensure SYC Board has the right balance of skills and experience
- Managing risk

3. To support and supervise the Chief Executive Officer (CEO): this will normally include:

- holding regular meetings with them
- working alongside them to plan and set the agenda
- providing constructive challenge to support further development of the charity.

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

The Chair of Trustees will have the following skills and experience:

- an open and supportive leadership style with high levels of interpersonal and communication skills
- a good understanding of, or willingness to learn about, charity governance and finance issues. Relevant training is available.
- be adaptable to different ways of working and fully committed to ensuring an inclusive environment putting young people at the heart of all we do
- have some relevant experience of managing either projects or teams
- be able to absorb and analyse data and reports
- be fair-minded, confidential, with the ability to listen and engage effectively with a wide range of people and issues.