

Role Title: Charity Trustee

Knowledge:

To show an awareness and an understanding of the pressures and challenges faced by those with learning disabilities to lead a fulfilling life.

An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

Previous experience of working in the charity sector.

Skills

Essential

- Ability to think strategically and help develop a long term vision for the charity.
- Ability to think creatively
- Ability to work effectively as a member of a team
- Leadership
- Tact and diplomacy

Desirable

- Business skills and experience
- Personnel management
- Experience of managing finance
- Fundraising
- Information Technology
- Communications

Personal Qualities

- Commitment to the Organisation
- Willingness to devote the necessary time and effort
- Good independent judgement
- Willingness to speak your mind
- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty

Additional Factors

- An experience of Committee work

Role Title: Charity Trustee

Role Description:

Charity Trustee: As a Trustee you will be part of the Board of Trustees who have responsibility for monitoring and controlling the direction and performance of the Rathbone Society. The Board meets one evening each month.

Specific Tasks:

As part of the board of Trustees you will have key responsibilities which are:

- The vision of the Charity.
- Leading strategic direction.
- Compliance with legal and regulatory requirements
- The performance and quality of the services Rathbone provides.
- Ensuring that the services Rathbone delivers operate with the service level agreements and its statutory obligations.
- That it maintains and manages the assets and properties of the Charity.
- Financial management and security.
- Good governance.
- The promotion of the Rathbone.
- Overseeing staff employment
- Appraising staff and rewarding employees and volunteers for their work.

Skills and Qualities needed:

- Calm and sensible
- An ability to work as part of a team
- An understanding of the pressures people with learning disabilities or families with disabled siblings and relatives face
- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives
- Related skills and experience in at least of one of these areas: business development; personnel management; finance; fundraising; information technology and communications.

Commitment:

This role is important to the governance of the charity and for making sure things are done properly - not necessarily doing them. We would expect trustees to attend a board meeting once a month and give minimum of around four to five hours a month for a period, ideally, of at least two years. If you take on additional commitments, as a Chair or Treasurer, you will probably increase the amount of time you spend supporting the work that Rathbone does.

Support and Training:

You will be supported with initial induction and training, the support of key staff at the charity, and ongoing training relevant to your role.

Expectations of Rathbone Volunteers:

For you to be willing to abide by policies of the Charity; to use the support systems available to you; cooperation with administrative tasks such as filling in expenses forms and preparing for meetings.

Location of Volunteering:

8 Chatsworth Way ,West Norwood, London SE27 9HR