

Angels Support Group Trustee &/or Chair of Trustees

Trustee Role Description

Voluntary Position

Working from Home, with meetings approx. 6-8 meetings per year, via video conferencing and/or in person in North Herts (as the situation allows)

Do you have experience as a Trustee or are you looking for a new role in the charity sector?

Would you like to play a key part within a growing Charity focusing on making a difference to families with children who have Autistic Spectrum Condition and/or ADHD, in your local area?

If the answer is yes to the above then this role is for you!

Angels Support Group (Hitchin)

www.angelssupportgroup.org.uk

Angels is an experience-led charity, which provides individualised, professional expertise and advice. We work alongside parents to build understanding and to empower them to hear their child's voice. Our key aim is to maximise the individual potential of each child and young person.

We are;

- Inclusive
- Impartial and non-judgemental
- Caring

Our Vision is:

- To promote an environment where every child with autism and/or ADHD has an equal opportunity to achieve their personal goals and best outcomes
- To effectively reach and support all families that could benefit from our advice, expertise and services
- To be both a voice and support for parents, enabling them to be better advocates for their child's journey into adulthood
- To improve peoples' understanding of autism and ADHD in order to drive change in the community
- Ultimately, we aim to empower each child to become an ambassador for those with Autistic Spectrum Conditions and ADHD

Trustee Role:

Overall Purpose

The Board of Trustees are responsible for the overall governance and strategic direction of the charity, developing the organisations aims, objectives and goals in accordance with the governing documents, legal and regulatory guidelines.

Main Responsibilities

- To ensure that the charity and its representatives, function within the legal and regulatory framework of the sector and in line with the organisations' governing documents, continually striving for best practice in governance
- To uphold the fiduciary duty invested in the position, undertaking such duties whilst continually striving for best practice in governance, to ensure public confidence and trust in the charity
- To determine the overall direction and development of the charity through good governance and clear strategic planning

Main Duties of the Trustee Board

- Ensuring the charity complies with legislative and regulatory requirements and acts within the confines of its governing documents and in furtherance to organisational activities contained therein
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times
- Promoting and developing the charity in order for it to grow and maintain its relevance to its members and society
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies
- Overseeing fundraising, grants and other financial applications
- Strategic direction and development of core objective
- Interviewing, appointing and monitoring the work and activities of the senior paid staff
- Ensuring the effective and efficient administration of the charity and its resources
- Acting as a counter-signatory on charity cheques and any applications for grants and fundraising activities
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity

Accountability

As the board are responsible and liable for the governance and functioning of the Charity, they are accountable in varying degrees to a variety of stakeholders, including: staff, service users, members, funders, the Charity Commission, and Companies House. Close attention must be given to the governing document to ascertain the type of organisational structure and the range of interested parties. **DBS checks and references will therefore be required.**

Skills Required

- Experience of running and Chairing meetings
- Strategy and business planning
- Excellent communication (both formal and informal communications)
- Ability to present and network confidently
- Approachable, creative, 'can-do' attitude
- Creative thinking, imaginative and entrepreneurial attitude towards fundraising
- Ability to work independently and under pressure, prioritising work to meet deadlines

Relevant Experience & Backgrounds

- Finance
- Business
- HR
- Teaching
- Previous Charity or Fundraising roles
- Governance
- Marketing & PR

If you have some time to spare and several of the skills and experience listed above, then we would like to hear from you.

Upon receipt of your details, should your application and skills be appropriate, you will first be invited to a telephone interview, to talk further about the charity and your fit for the role.

- 1st Interviews (by phone):
- Personal Interviews

Send your details and any relevant experience to;

Louise Slater – Chair of Trustees

chair@angelssupportgroup.org.uk