



Convenor of the Board of Trustees

Applicant Pack

March 2019

Our Values

- We believe that everyone deserves to be treated with fairness and dignity and is supported to make a positive difference in his/her life.
- As an organisation that embraces challenge, we need to demonstrate a culture of kindness, compassion and creativity.
- Working together, we keep the needs of carers and disabled people at the centre of every thing we do... because we care.

Introduction

Dundee Carers Centre was set up in 1989 and has grown into a key provider of services to carers and disabled people in the city. These services include emotional and practical support, regular peer support groups, access to learning opportunities and relevant and up to date information. We also have a dedicated service offering counselling and assistance for carers to access a break from their caring role. We have a fundamental role in involving carers and disabled people in the decisions that affect their lives including involvement in shaping and influencing local services and policy.



Dundee Carers Centre has a critical role to play in addressing the very real issues that affect carers in the city. We work closely with partners, including the local Health and Social Care Partnership and are committed with ensuring that adult and young carers are better supported on a more consistent basis so that they can continue to care if they wish to so, in good health and have a life alongside caring. The demand for our services has increased year on year and we currently employ almost fifty staff and have the support of a significant number of volunteers.

The role of Convenor plays an important part for the organisation and is vital to our continuing success in delivering vital services for carers and disabled people, our communities, as well as in our role as a key policy influencer both locally and nationally. This pack outlines the role and skills we are looking for, as well as the selection process. We welcome your application and look forward to discussing the opportunity available in more detail.

Our Board

Dundee Carers Centre is governed by a Board of Trustees, who are responsible for ensuring that the charity is well-managed in line with its vision and mission and that it abides by its charitable objectives.

Our Board of Trustees is made up of a range of individuals from across the community who bring wide perspectives from different sectors of Scottish life and ensure that the organisation maintains a clear focus on our strategic objectives and vision. Alongside regular Board meetings, Trustees contribute their expertise to the organisation through various working groups and in working closely with staff and volunteers through related activities.

Details of our current Trustees can be found on our website:

<http://dundecarerscentre.org.uk/about-us/board/>



What would you get from being a Trustee?

An opportunity to have a voice and be involved in the direction and development of an organisation which cares.

Be part of a group of Trustees who take their responsibilities seriously but who are friendly, supportive of each other, relaxed and engaging with a wide variety of experiences and personalities.

You will genuinely feel like you are part of the organisation, where there are lots of opportunities to be involved in activities with both staff and people who use the Centre.

Role Title	Convenor
Responsible To	Board of Trustees
Time Commitment	Approximately 1 day per month
Salary	Voluntary Position (reasonable expenses paid)

Main Purpose of Role

The Convenor will facilitate and lead the Board of Trustees in overseeing the execution of Dundee Carers Centre’s mission and vision. The Convenor will provide inclusive leadership to the Board of Trustees and work with all Trustees and the Company Secretary to ensure that the individual members of the Board fulfil their duties and responsibilities for the effective governance of the charity. The Convenor will also provide support and constructive challenge to the Chief Executive Officer (CEO) respecting the distinction between the Convenor’s governance role and the CEO’s leadership and management role. They will act as an ambassador and the public face of the charity in partnership with the CEO. Anticipated time commitment is approximately 1 day per month (variable, as required) which includes monthly Board meetings, Annual General Meeting and support and supervision for CEO, attendances at Board sub-committees and ad hoc meetings/engagements.

Principal Responsibilities

1. Provide strategic leadership and support effective governance of the organisation

- Together with the Board, provide inclusive and transparent leadership to the charity
- Facilitate and lead the Board, upholding and promoting the organisation’s values
- Support the Board to ensure that the organisation operates within its charitable objectives, and that it provides a clear strategic direction for the Charity in concert with the senior management team
- Ensure that the Board regularly reviews major risks and associated opportunities
- Ensure that the Board fulfils its duties of safeguarding the sound financial health of the charity, through scrutiny of established systems for financial accountability
- Support ongoing improvement in the governance arrangements for the organisation
- Work together with the other Trustees to develop and share the knowledge and experience of all Trustees

2. Facilitate regular meetings of the Board and ensure they operate effectively

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process
- Support the decision-making process to ensure that decisions are taken in the best, long-term interests of the Charity and that the Board takes collective ownership of its responsibilities
- Foster and maintain constructive relationships with the other Trustees
- Work closely with the CEO to give direction to Board decision-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented

Person Specification

Category	Skill / Attributes	Essential (E) / Desirable (D)
Experience / Qualifications	Experience of operating at a senior strategic leadership level within an organisation	E
	Successful track record of achievement through their career	E
	Experience of charity governance and working with or as part of a Board of Trustees	D
	Experience of chairing meetings and events	E
Knowledge / Understanding	Broad knowledge and understanding of the issues effecting carers and disabled	E
	Strong leadership skills, ability to motivate staff and volunteers and bring people together	E
	Good understanding of charity governance issues	D
	Financial management expertise and a broad understanding of charity finance issues	D
Personal Skills	Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause	E
	Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role	E
	Demonstrate tact and diplomacy, with the ability to listen and engage effectively	E
	Strong networking capabilities that can be utilised for the benefit of the charity	E
	Ability to foster and promote a collaborative team environment, and facilitate conflict resolution where required	E
	Ability to commit time to conduct the role well, including attending meetings and events out of office hours	E

Recruitment Process

How to Apply

Please complete the application form provided. This should be submitted to doreen.melville@dundecarerscentre.org.uk

The closing date for applications is Friday 19th April 2019.

Overview of Process

We will acknowledge your application and advise you of the outcome.

Applications will be reviewed by a panel to select those demonstrating the best fit with the post and the criteria set out in the person specification.

If you are shortlisted, you will be provided with full details of the next stages of the assessment process and invited to interview.

Interviews will be held 10th May 2019.

For further information or for an informal discussion about the role please contact lucinda.godgrey@dundecarerscentre.org.uk in the first instance.

You can find information about our organisation via our website www.dundecarerscente.org.uk

Our 2017-18 Annual Report is available at <http://dundecarerscentre.org.uk/wp-content/uploads/2017/10/Dundee-Carers-Annual-Report-web-version.pdf>