



# Trustee - 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 to 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 Trustee plays an important part in 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, volunteers and people who use the Centre.

<b>Role</b>	Trustee
<b>Responsible to</b>	Convenor
<b>Time Commitment</b>	Approximately half a day per month
<b>Salary</b>	Voluntary Position (reasonable expenses paid)

### **Main Purpose of Role**

The Trustees, with leadership from the Convenor, oversee the execution of Dundee Carers Centre’s mission and vision. The Board of Trustees are also responsible for ensuring the effective governance of the charity. This role ensures that the organisation continues to build on the Charity’s reputation, ensuring sound financial management and setting overall policy and direction as well as evaluating performance. Anticipated time commitment is approximately half a day per month (variable, as required) which includes monthly Board meetings, the Annual General Meeting, attendances at Board sub-committees and ad hoc meetings/engagements.

### **Principal Responsibilities**

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

- 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 organisations values are upheld and promoted
- Regularly review major risks and associated opportunities
- 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. Contribute to regular meetings of the Board and Governance of the Charity**

- Contribute 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
- Foster and maintain constructive relationships with the other Trustees, CEO and the Senior Management Team
- Support and challenge the Convenor in their role to ensure an effective and performing Board

# Person Specification

Category	Skill / Attributes	Essential (E) Desirable (D)
<b>Knowledge/ Understanding</b>	Broad knowledge and understanding of the issues effecting carers and disabled	E
	An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	E
	Financial management expertise and a broad understanding of charity finance issues	D
<b>Personal Skills</b>	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	E
	Demonstrate tact and diplomacy, with the ability to listen and engage effectively	E
	Ability to foster and promote a collaborative team environment	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](mailto:doreen.melville@dundecarerscentre.org.uk)

The closing date for applications is Friday 19<sup>th</sup> 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 on 9<sup>th</sup> May 2019.

## Further Information

For further information or for an informal discussion about the role please contact [lucinda.godfrey@dundecarerscentre.org.uk](mailto:lucinda.godfrey@dundecarerscentre.org.uk) in the first instance.

You can find information about our organisation via our website [www.dundecarerscentre.org.uk](http://www.dundecarerscentre.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>