

 Board of Trustees

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| Trustee Applicant Pack |

2021

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 everything we do… because we care.

Introduction

Dundee Carers Centre (“the 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 provision of 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.



The 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. We are committed to ensuring that both adult and young carers are better supported on a more consistent basis so that they can continue to care if they wish to do so, in good health, while also having 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 a significant part in the organisation and is important to our continuing success in delivering vital services for carers and disabled people and our communities, as well as in our role as a key policy influencer both locally and nationally. This pack gives an overview of the Trustee role and also the skills which we are looking for, as well as the selection process. We would welcome your application and look forward to discussing the opportunity available in more detail.

Our Board

The Centre is governed by a Board of Trustees (“the Board”), who are responsible for ensuring that the organisation is well-managed in line with its vision and mission and that it abides by its charitable objectives as well as good governance.



Our Board is made up of a range of individuals from across the community who bring wide perspectives from different sectors of 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: [www.dundeecarerscentre.org.uk](http://www.dundeecarerscentre.org.uk)

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 both with staff and the various people who use the Centre.

Trustee Role Description

**Role**  Trustee

**Responsible to** Convenor

**Time Commitment** Approximately 3 hours per month

**Salary** Voluntary Position (reasonable expenses paid)

**Main Purpose of Role**

The Trustees, with leadership from the Convenor, oversee the execution of the Centre’s mission and vision. They are responsible for ensuring the effective governance of the organisation. This role ensures that the organisation continues to build on the reputation of the Centre, has sound financial management, sets overall policy and direction and evaluates performance. Anticipated time commitment is approximately 3 hours per month (variable, as required) which includes monthly Board meetings, an Annual General Meeting, attendance at Board sub-committees and at 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 in concert with the Senior Management Team
* ensure that the organisation’s values are upheld and promoted
* regularly review major risks and associated opportunities
* fulfil 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**

* prepare fully, 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
* demonstrate mutual respect, openness, accountability, and conduct consistent with the values of the charity
* promote equality, diversity and inclusion
* foster and maintain constructive relationships with the other Trustees, CEO and the Senior Management Team, respecting roles and boundaries
* support and challenge the Convenor in their role to ensure an effective and performing Board

Person Specification

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| **Category** | **Skill / Attributes** | **Essential (E) Desirable (D)** |
| **Knowledge/****Understanding** | Broad knowledge and understanding of the issues affecting carers and disabled people | 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 |
| **Personal Skills** | Demonstrate a strong and visible passion and commitment to the charity, its values, strategic objectives and cause | E |
| Exhibit strong interpersonal 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

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| How to Apply |
| Please complete the application provided. This should be submitted toDundee Carers Centre, 134 Seagate, Dundee DD1 2HBor to lucinda.godfrey@dundeecarerscentre.org.uk |

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| Overview of Process |
|  We will acknowledge your application and advise you of the outcomeApplications will be considered with a view to selecting those demonstrating best fit with the roleand in line with the criteria set out in the Person Specification and our Trustee Recruitment Policy  |

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| Further Information |
| For further information or for an informal discussion about the role please telephone 01382 200422 or email lucinda.godfrey@dundeecarerscentre.org.uk in the first instanceYou can find information about our organisation,including our current Annual Report via our website [www.dundeecarerscentre.org.uk](http://www.dundeecarerscente.org.uk) |