

Trustee, Carers' Resource

Location: Offices in Harrogate, Broughton Hall Business Park and Shipley

Reporting to: Chair of Trustees

Role Guide

Relating to your role

Ability to reflect the needs of all carers

Ensures that the organisation complies with its governing documents, charity law, company law and other relevant legislation or regulations

Supports the leadership team in giving strategic direction to the organisation, setting overall policy and defining goals

Alongside the other Trustees establishes the performance targets of the organisation

Safeguards the good name and ethos of the organisation

Ensures the effective and efficient administration of the organisation

Participates in opportunities to meet with groups of carers

Brings their own knowledge and skills to the organisation

Working with others

Contributes to selection of staff

Represents the organisation at external events

Displays self confidence and initiative in a range of settings. Always professional and reasonable

Contributes to Trustee meetings, communicates well with other Trustees and on behalf of the organisation both formally and informally

Keeps to the organisational timetables for development

Understanding the organisation

Acts as ambassador for The Carers' Resource, protecting and promoting its good name and reputation at all times

Regularly reviews systems for client records ensuring that there is the strictest confidentiality over personal information relating to individuals.

Makes decisions confidently on behalf of the organisation

Helps other understand the policies and practices of The Carers' Resource

Understands and helps others to understand the strategic goals

Participates, as a representative of The Carers' Resource, in multi-agency meetings, voluntary fora and other events. Keeps abreast of changes in sector and locality

Developing personally

Manages self, confident, assertive

Talks with authority about the service and its impact

Person Specification

Each Trustee must have –

- A commitment to the Carers' Resource
- A willingness to devote the necessary time and effort
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- And understanding and acceptance of the legal duties, responsibilities and liabilities of trustees

Experience	Essential	Desirable
Experience of managing organisations	✓	
An understanding of carers' needs and awareness of current issues affecting carers	✓	
Experience of managing and developing projects		✓
Experience of working with black, minority ethnic communities		✓
Skills and abilities		
Able to manage complex situations and be solution focussed	✓	
Skilled communicator and negotiator	✓	
Organisational abilities, an ordered systematic approach to work and an eye for detail	✓	
Knowledge		
Experience or knowledge of the role played by statutory, private and voluntary sectors and the way they operate and of community care issues.		✓
Other requirements		
An understanding of the need for confidentiality, sensitivity and a non judgemental attitude.	✓	
Capacity to engage, inspire and motivate colleagues	✓	