

Volunteer Trustee Job Description

Details of the Role:

We are looking for an experienced professional to join our Board of Trustees. This role requires strong team work, independent judgment and ideally experience of working in special educational needs and / or disabilities. We are looking for someone to fulfil a fundamental role in the strategic development of the organisation; supporting the board to fulfil their responsibilities in the overall governance and strategic direction of the charity. You'll be working with a team of committed, enthusiastic trustees supporting the work of Supportive Parents.

Supportive Parents have been providing information, advice and support about SEND to children, young people and their parents and carers for thirty years. Supportive Parents now delivers the 'SENDIAS' (Special Educational Needs & Disability Information Advice & Support) service for three local authorities; Bristol, North Somerset and South Gloucestershire. Originally set up as a charity in 1989 by local parents and professionals we remain as responsive and firmly focused as ever, ensuring that children, young people and their parents or carers get the help they need.

Responsibilities:

As a Trustee with Supportive Parents you will be expected to attend and contribute to regular board meetings and undertake associated work in between meetings as necessary.

Responsibilities may include:

- Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
- Providing leadership and support to the Head of Service, ensuring that the charity is run in accordance with the decisions of the trustees, the charity's governing document and appropriate legislation.
- Liaising with the Head of Service for the drafting of agendas and supporting papers for trustee meetings, chairing the meetings and ensuring that the business is covered efficiently and effectively.
- Working with the Head of Service and team of trustees in the development of strategic direction for the charity.
- Supporting and appraising the performance of the Head of Service in managing the organisation's staff and premises and, with other board members, overseeing the development and regular review of policies appropriate to the needs of a small organisation.
- Ensuring the charity functions within its legal and financial requirements to ensure the continued financial stability of the organisation.
- Taking part in board meetings and offering additional time between meetings as necessary
- Being an ambassador for the organisation.

Personal Specification

- A commitment to the mission of Supportive Parents
- A willingness to devote the necessary time and effort
- Sound, independent judgement, an ability to think creatively
- An ability to work effectively as a member of a team and to make decisions for the good of Supportive Parents
- Experience or knowledge of small charities.

How to Apply:

Please send a CV and cover letter stating your interest in the role, how your skills and experience are relevant to the role and how you can add value to the board. Please send your application to: jane.franklin@supportiveparents.org.uk