



Independent  
lives



Job Pack

## Trustee

<b>Salary:</b>	Voluntary
<b>Hours:</b>	1-2 days per month, variable subject to need.
<b>Type of contract:</b>	Permanent
<b>Location:</b>	Worthing, West Sussex with some UK travel.

## Key responsibilities and accountabilities

### 1. Leadership

- 1.1. Together with the Board and CEO, be responsible for the strategic direction, governance and development of the organisation.
- 1.2. Fully support Independent Lives as a Charity run by a majority of disabled people operating within the social model of disability.
- 1.3. Participate actively in Trustee meetings and decision making. This will involve interpreting information and taking judgements with other trustees and scrutinising relevant documents and papers.
- 1.4. Strive to ensure that Independent Lives achieves its aims, in particular by giving strategic direction, setting overall policy, defining goals and measuring performance.
- 1.5. Help to ensure that the Charity operates within its constitution and policies, and within financial and legal requirements (eg within charity law, employment law, etc).
- 1.6. Support organisational sub-groups and committees to meet specific need attending at least one outside the main Board meeting.
- 1.7. Monitor the Charity's performance to ensure the efficient and effective running of it, as appropriate.
- 1.8. Be involved in interview panels and discipline or grievance panels, if required.
- 1.9. Act in a professional manner when representing and promoting Independent Lives to other organisations.
- 1.10. Devote time and effort to the charity. Real Time Information (RTI) to HMRC in a timely manner



## 2. General

- 2.1. The trustee role holds a high level of responsibility with regards to the financial and legal position of the organisation and its compliance with relevant statutes.
- 2.2. Trustees may link with other organisations and will always act professionally while promoting the business of the Charity.
- 2.3. Trustees are expected to work within and actively promote the mission, vision and values of the Charity to external stakeholders and staff members, and to comply with all the Charity's policies and procedures.
- 2.4. Oversee and scrutinise budgets, assets and resources as may be assigned within the scope of the role.

## Person Specification

Experience	Essential	Desirable
Attending and contributing to meetings, focused discussions and committees.	v	
Setting standards, targets and objectives and scrutinising organisational performance.	v	
Creating effective presentations		v
Reviewing reports; challenging and questioning officers of the Charity, as necessary, within a culture of continuous improvement.		v
Working at a regional or national level of influence with direct experience of successful lobbying and campaigning on behalf of disabled people.		v
Working at a national policy level to support the growth and development of an organisation in the process of developing bids and tenders or enterprise.		v
Have lived experience of disability or caring responsibilities.		v
Values		
Person centered - Willing to adapt approach based on customer need	v	
Innovative - Happy to make suggestions on how to improve the processes	v	
Inclusive - Supportive of equality and diversity with the ability to promote an inclusive service and workplace	v	
Excellence - Strong attention to clarity and detail and maintenance of accurate documentation	v	
Skills, Knowledge & Aptitudes		
Understand the voluntary sector, governance of a charity and charity law.	v	
Be a strategic thinker, able to communicate and consult effectively with other colleagues in the area and to represent the Charity on strategic bodies.	v	
Develop successful relationships with other organisations and bring new networks and contacts to the charity, to further develop the goals of the charity.		v
Be a figurehead for the charity and help drive fundraising.	v	
Consider business operations and regularly review the strategic aims of the organisation.	v	
Appreciate the social model of disability and promote its ethos and principles.	v	

Understand equality and diversity best practice and legislative requirements in relation to service delivery, recruitment of staff and volunteers.		v
Understand financial language and effective financial management.		v
Understand charity regulatory rules.		v
Demonstrate good communication skills holding the principles of the social model of disability and the independent living as a central premise.		v
Work effectively as part of a team both at Board and Committee level and with employees and volunteers, as appropriate.	v	
Commitment to a culture of continuous improvement.	v	
<b>Qualifications</b>		
Evidence of continuing professional development.	v	
<b>Other</b>		
Commitment to the ethos and principles of Independent Lives and its charitable objectives in supporting independent living	v	
Determination to promote equality of opportunity.	v	
Ensuring a healthy and safe environment.	v	
High professional and personal standards of work and conduct.	v	