



TRUSTEE ROLE PROFILE

Swindon Carers Centre provides much needed support for unpaid family carers of all ages. We have carers registered with us from as young as 5 years old up to those in their 90's. They are caring for a family member, friend or neighbour who is unable to manage day to day due to a physical or learning disability, mental health condition or substance misuse. Carers tell us that sometimes they wouldn't know where to turn if it wasn't for Swindon Carers Centre as their caring role can be very stressful and exhausting.

Our Trustee Board is made up of Trustees and others who are co-opted to provide additional expertise and knowledge to the Board. The Board governs the organisation, takes an overview of its work, and takes a strategic approach to helping Swindon Carers Centre achieve its aims.

We strive to have a Trustee Board which is representative of carers; has the skills, experience and knowledge needed to achieve our aims; employ and support staff; comply with charity and company law and the requirements of funders.

The Board meets approximately six times a year, 4-6pm at Swindon Carers Centre, Sanford House, Sanford Street, Swindon. In addition, there are working groups (e.g. Risk Management, Finance & Audit, Fundraising) with trustee involvement that meet approximately every quarter.

Recruitment Process

Many organisations such as ours have difficulty in recruiting trustees and enabling them to deal with the sometimes complex information and decisions they have to make. We therefore aim to make the recruitment process as informative as possible on both sides.

Stage 1 - An informal discussion and information sharing meeting with CEO and Chair

Stage 2 – Application process

Stage 3 – Recommendation to Trustees Board

Stage 4 – Trustee Induction

At every stage of recruitment, agreements are made together about whether to progress to the next stage. **The Trustee Board is legally obliged to oversee the Trustee recruitment process, even if responsibility is delegated to a member of staff.**

Thank you for considering offering your expertise to Swindon Carers Centre. We look forward to hearing from you. If you would like to find out more information or have a conversation about the role, please contact:

Susanna Jones, Chief Executive

01793 531133 or susanna.jones@swindoncarers.org.uk

TRUSTEE ROLE PROFILE

Reporting to: Chair of Trustees

Responsible for: Legal and financial governance of the charity

Work Base: Swindon Carers Centre, Sanford House, Sanford Street, Swindon, SN1 1HE

Minimum Commitment: Two hour meetings in the evenings every other month, plus occasional day time meetings, and reading/preparation between meetings and responding to emails

Role Purpose:

- To ensure the Charity is solvent and financially responsible
- To ensure the Charity is compliant with company and charity law
- To set the strategic direction of the Charity's work
- To ensure the Charity runs in adherence with its Governing Document and pursues its charitable purpose

Key Responsibilities

1. General Duties

- To attend trustee board meetings approximately 6 times per year
- To attend other meetings on an occasional basis
- To prepare for meetings, for example, by reading papers circulated in advance
- To engage with other trustees, staff, volunteers and carers

2. Additional Duties

- Attend induction training
- Attend training opportunities relevant to the role and have a commitment to your own development
- To display professional boundaries at all times when meeting with carers, their families or other professionals
- To undertake a declaration of eligibility, DBS check and sign up to the update service
- Trustees are also required to complete the SCC annual declaration and the register of interests form
- To contribute to the promotion of Swindon Carers Centre's activities and campaigns
- To keep well informed about issues affecting carers generally and Swindon Carers Centre in particular
- In common with paid employees and volunteers, all trustees are required to abide by the policies of the organisation with special reference to code of conduct, confidentiality, equality and diversity, health and safety, and the safeguarding of children, young people and vulnerable adults

3. Time and Commitment

- Regular attendance at trustees meetings (4-6pm, at the offices x 6 per year) and participation in other working groups and/or projects
- Preparation for meetings – approx. 2 hours to read papers for Board meetings
- Attendance at other relevant meetings e.g. team meetings, away days and external networking sessions and fundraising events
- Responding in a timely manner to emails from other trustees and staff

Requirement	Essential/Desirable
Good communication skills	Essential
Able to think strategically	Essential
Willingness to be involved with and champion Swindon Carers Centre	Essential
Good local networks	Desirable
Experience of committee work	Desirable
Understanding of a caring role	Desirable