

Person Specification - Charity Trustee (V2)

Role Title: Charity Trustee (Volunteer)

Introduction:

The Catholic Fellowship Disability Network (CFDN) is seeking individuals who are committed to our mission of supporting people with disabilities and their families across the diocese of Brentwood (Essex and East London). As a Charity Trustee, you will play a vital role in the governance and strategic direction of the charity. We are looking for dedicated individuals who can contribute their skills, expertise, and passion to help CFDN achieve its goals. Individuals with experience in HR, legal, governance, charity, finance, fundraising and SEND are encouraged to apply.

Personal Qualities:

A charity Trustee at the CFDN are champions of inclusion, consistently promoting equality and diversity within the charity and wider society. They have a passion for supporting individuals with disabilities and their families and approach their role with dedication and enthusiasm. Trustees excel at building meaningful relationships with fellow members, trustees, stakeholders, and the community.

Trustees must hold high standards of ethical conduct and be able to build a supportive environment that promotes honesty and transparency. They are keen to problem-solve and promote collaborative efforts to advance our charitable mission.

As a trustee you have a responsibility to; ensure the charity is carrying out its charitable purpose, comply with the charities governing document and the law, act in the charities best interest, manage the charities resources responsibly, act with reasonable care and skill and ensure the charity is accountable.

Essential Qualities and Experience:

1. Strong interpersonal skills, the ability to build relationships
2. You should have a deep commitment to our charitable objectives and a genuine passion for improving the lives of individuals with disabilities and their families.
3. Trustees must demonstrate the highest standards of integrity, honesty, and ethical conduct. You should be a role model for our organisation's values.
4. An ability to think strategically and contribute to the development and implementation of our charity's strategic plan is essential.
5. Trustees should possess strong leadership qualities and be able to inspire and motivate both fellow trustees and the wider CFDN community.
6. Familiarity with charity governance and an understanding of the roles and responsibilities of trustees or the ability to learn these skills.
7. A basic understanding of financial matters, including budgeting and financial reporting, is valuable. Experience in financial management is a plus.

Desirable Skills and Attributes:

1. Knowledge of charity law and regulations, especially in the context of the UK, would be advantageous.
2. Experience in fundraising and an ability to help CFDN diversify its income streams would be beneficial.
3. Previous experience in leadership, strategic or Trustee roles.

Time Commitment:

Trustees should be able to commit sufficient time to fulfil their duties effectively at meetings and to maintain the charity's operations. Trustees will work closely with the CEO and attend executive and trustee meetings whilst occasionally attending sub-committee meetings. Trustees are required to attend the Annual General Meeting (AGM) and participate in occasional charity events and activities. (8 hours average a month)

All trustees must meet the inclusion criteria for trustees as defined by the Charities Act 2011 and undergo the charities recruitment process including Disclosure and Barring (DBS), training, reference and right to volunteer in the UK checks.