

Person Specification - Charity Trustee (V3 - 08/25)

Role Title: Charity Trustee

Introduction:

The 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 our CEO, fellow members, trustees, volunteers, 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 charity's governing document and the law; act together and in the best interests of the charity, not in personal, individual or fractional capacities; manage the charity's 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 and communicate effectively
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 of Promoting a Compassionate Community, Fostering Inclusivity, Developing Knowledge and Nurturing Opportunities.
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 undertake the review of operational and strategic documents. Trustees will work closely with the CEO and attend trustee meetings while occasionally attending sub-committee meetings/group activities. Trustees are required to attend the Annual General Meeting (AGM) periodically and participate in occasional charity events and activities (An average of 8 hours per 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, references and right to volunteer in the UK checks.

Our Mission

To provide for the social, material and spiritual needs of individuals with disabilities and their families of all faiths and non, across Essex and East London. To achieve this, we facilitate events, activities and networks; whilst advocating and educating on the needs of our members.

Our Core Values



Compassionate Community

Creating a safe, supportive environment where empathy and understanding guide interactions and socialisation, fostering a sense of belonging and mutual support amongst members, families, volunteers and staff.



Fostering Inclusivity

Promoting equal participation, diversity and representation for individuals with disabilities, ensuring that all voices are heard and valued.



Developing Knowledge

Advocating for and raising awareness of the needs of people with disabilities and their families whilst providing education, resources, and support networks through developing our knowledge and shared learning.



Nurturing Opportunity

Working together to provide environments to enable individuals with disabilities to reach their full potential, fostering a culture of empowerment, opportunity and independence.