

Trustee – Ealing Mencap

Remuneration:	The role of Trustee is not accompanied by any financial remuneration. Reasonable expenses for travel and subsistence may be claimed.
Location:	London Borough of Ealing Enterprise Lodge, Stockdove Way, UB6 8TJ
Time commitment:	Approx. 12 days per annum (including evening Board Meetings)
Reporting to:	Board of Trustees (Executive Committee)

About Us

Ealing Mencap is one of the largest local and independent charities serving the needs of people with a learning disability and their family carers. We have a long established history, an annual turnover of £2m and employ c 50 FTE staff. There are an estimated 6,700 people with learning disabilities living in Ealing and our ambition is to ensure they are each have the opportunity in life to achieve their full potential. In 2016/17 we provided care and support services to over 2000 people.

About You

We seek to appoint up to three non-executive independent Trustees to join our Board and strengthen its expertise and skills. This is an exciting opportunity to contribute to an already successful organisation and play an important role in its future progression.

While not a requirement, we are particularly interested in individuals from a professional background with technical knowledge and experience in one or more of the following areas:

- Fundraising – individual, corporate and events
- Marketing and PR, including Social Media
- Lived experience as the parent of a young person with learning disabilities

Ideally we are seeking individuals who live in Ealing, have existing contacts in the Borough and enjoy networking and have an enquiring mind. Equally important is a commitment to improving the lives of people with a learning disability so that they can achieve their potential.

Role Description

To be a Trustee of Ealing Mencap is an exciting and fulfilling role. The role of a Trustee is to ensure that we fulfil our duty to our beneficiaries through our charitable activities and that we deliver on our vision, mission and values.

OUR VISION – Everyone we support will have the opportunity in life to reach their potential.

OUR MISSION – We campaign for people’s rights, create opportunities, showcase our customers’ talents and skills, and break down barriers to overcome isolation and change lives.

OUR VALUES – Brave, Innovative, Approachable and Respectful

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document, known as the memorandum and articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive Officer and monitor his or her performance.

In addition, with other trustees, to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform additional duties, as is reasonable and commensurate with their role, and to make full use of their specific skills, knowledge and experiences to help the board make good decisions and further the work of Ealing Mencap.

Person specification

Individuals are sought who have a strong empathy with our mission as described and who are willing to share their experience, skills and expertise for the benefit of our charity. We welcome people from a diverse range of backgrounds, representative of the local population.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Experience:

- A proven track record of sound judgement and effective decision making
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A history of impartiality, fairness and the ability to respect confidences
- Experience of attending and contributing to Board or Commercial meetings
- A commitment to promoting equality and diversity

Knowledge, skills and understanding:

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team; contributing ideas, listening to others, and reaching collective agreement
- Interest/commitment to the aims and ambitions of the organisation
- Willingness to input the necessary time and effort to achieve objectives and potential availability to staff for advice and enquiries on an agreed basis