**Trustee Roles**

The Roles

We are looking for enthusiastic and committed individuals to increase our Board of Trustees and help drive forward our dementia support work over the next 3 years. We are currently in need of general trustees and someone with a particular interest and skills in fundraising.

This would be an exciting time to join our board as we have recently been awarded a grant from the National Lottery, providing the opportunity for growth over the next 3 years. With this increase in size and spread we need to further improve our infrastructure and governance to support the delivery.

Background

Together Dementia Support is a Manchester-based charity that provides high-quality activity and social groups for people in Manchester who are living with dementia; and peer group meetings and support to their carers. There is a lack of provision for this group of people in Manchester and across the UK and our services are well regarded by our members, their families and by professionals. Our groups are run by a mix of paid staff and volunteers and they reflect the diversity of the communities we serve.

The services we provide and those we aim to provide are greatly influenced and shaped by the users of those services and by conversations and collaborations with other community groups. We very much aim to complement existing provision in the areas we serve whilst being innovative and seeking out new opportunities for our members to try new activities.

Specific role descriptions are attached for each of these roles. If you wish to apply to join this much needed and well-respected charity could you please submit a CV of no more than 2 pages detailing the skills and experience you can bring to our team. Your CV should be accompanied by completion of the short self-assessment questionnaire which is attached.

If you wish to discuss any of these roles please feel free to ring me (Hilary) on 07823 552031 and I will be more than happy to give you more background on our work and aspirations for the future.

The closing date for applications is 30th July 2019. I look forward to hearing from you.

Yours sincerely

Hilary Moules (Chair)

**Self-Assessment Questionnaire**

Please make your own assessment of the level of your skills, experience and competency against each heading, using the categories A – D as described below. It is not expected that any of the trustees will have a full range of these skills. The purpose of the questionnaire is to ensure that, between all of the trustees, we have a broad range of appropriate skills. Please do not be put off from applying if you are unable to provide high assessments against these skills.

|  |  |  |
| --- | --- | --- |
| A | Good | Good understanding of the topic or competence, personal experience, up to date and able to take lead in discussions |
|  |  |  |
| B | Reasonable | Reasonable understanding of the topic or competence and able to contribute to discussions |
|  |  |  |
| C | Some | Some understanding of the topic or competence |
|  |  |  |
| D | None | Unfamiliar with the area |

**NAME :……………………………………………………………………….**

**DATE :……………………………………………………………………….**

|  |  |  |
| --- | --- | --- |
|  |  | **Current Level of Skills & Experience (A,B,C,D)** |
| **1.** | **Organisational or business management** |  |
| **2.** | **Strategic management/risk management** |  |
| **3.** | **Financial management or accountancy** |  |
| **4.** | **Charity Law** |  |
| **5.** | **Company structures and related matters** |  |
| **6.** | **Personnel/HR** |  |
| **7.** | **Communications and Marketing** |  |
| **8.** | **Information management / ICT** |  |
| **9.** | **Local government/ local politics** |  |
| **10.** | **Working as a member of committees or boards /Governance & Regulation** |  |
| **11.** | **Third Sector/Voluntary/Charity Sector** |  |
| **12.**  | **Commercial/Private Sector/CSR** |  |
| **13.** | **Customer services/Membership based sector** |  |
| **14.** | **Diversity issues**  |  |
| **15.** | **Caring experience/understanding of carers issues** |  |
| **16.** | **Dementia and memory loss** |  |
| **17.** | **Age discrimination issues** |  |
| **18.** | **Disability issues** |  |

**Availability**

It would be helpful to establish the amount of time each trustee expects to have available over the forthcoming year. It is expected that we will hold 5 or 6 trustee meetings a year lasting 2 to 3 hours each. Please answer the following questions:

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | I expect to be available for most/all of the trustee meetings provided sufficient notice is given |  | Y/N |
| 2 | I have time available outside of the trustee meetings to support the board on trustee-related matters (e.g. action points, answering emails, reviewing board papers) |  | Y/N |
| 3 | Please state if there are limitations on the number of hours available for the previous question e.g. *“no more than 1 additional hour per meeting”* |  |  |
| 4 | I currently volunteer for TDS in addition to my role as trustee |  | Y/N |
| 5 | I am available to volunteer for TDS in addition to my role as trustee |  | Y/N |