

 Enabling people to live positively with dementia

**Job title** Trustee

**Direct report** The board of trustees.

Our Vision

Everyone living with dementia and their carers has access to support, friendship, stimulating activities, and has their voice heard.

Our Purpose

* To improve the quality of life for people living with dementia and their carers in Manchester and Trafford, through the provision of high quality activities and opportunities for friendship and mutual support.
* To amplify the voice of people living with dementia and carers, and showcase their talents, enabling them to participate in research and influence the provision of dementia services and care in Manchester and beyond.
* To increase awareness and understanding of dementia and reduce stigma, through information provision, training and developing a growing community of volunteers.
* To work with our partners, using our collective expertise to improve services and support for people living with dementia and their carers.

Our Values

Our work is underpinned by these core values:

* We listen, learn and co-create our services with people living with dementia and their carers:
* Our services are high quality, creative and innovative.
* We are Inclusive and accessible
* We collaborate to increase our impact

**Our Board and this vacancy**

TDS currently has an active Board of Trustees and is seeking to add to the range of skills and diversity of the Board. We particularly welcome applications from people who reflect the diversity of the communities within which we operate. Whilst we are seeking new Trustees with a good general level of expertise/experience we recognise that, as a Board, we specifically would benefit from a Trustee with social media/marketing, HR or fundraising skills.

We will provide comprehensive induction and training.

Role summary

The role of a trustee is to oversee the work of TDS. Specifically, the trustees will:

* Provide leadership, including agreeing the strategy, activities, policies and resource allocation, and reviewing performance
* Act with reasonable skill and care, complying with TDS Policies and the Law and managing our resources responsibly
* Act in TDS’s best interests, adhere to our values, and ensure we are accountable.

**Qualities of a trustee**

**Essential**

* Commitment to the objectives and aims of TDS
* Understanding of dementia
* Willingness to devote the necessary time and effort
* Integrity
* Good independent judgement
* Ability to think creatively
* Willingness to challenge and speak their mind
* Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* Ability to work effectively as a member of a team

**Time commitment and location**

* The board meets 4 - 6 times a year.
* Attendance at award meetings or fundraising meetings is optional.
* Board meetings are usually held at the organisation’s premises, but are currently conducted remotely through zoom.
* Essential expenses will be paid for attending Board meetings or working on behalf of TDS

**Applying to be a Trustee**

We are looking for enthusiastic and committed individuals to increase our Board of Trustees and help drive forward growth over the next 3 years.

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 or email on hils@togetherdementiasupport.org and I will be more than happy to give you more background on our work and aspirations for the future.

Applications should be emailed to hils@togetherdementiasupport.org by 30th November 2020. I look forward to hearing from you.

**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/Social Media** |  |
| **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** |  |
| **19.** | **Fundraising** |  |

**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 |

**ETHNIC GROUP**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
| White | British |  |
|  | Irish |   |
|  | Other white |  |
| Mixed | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Asian |  |
|  | Other Mixed |  |
| Asian or Asian British | Indian |  |
|  | Pakistani |   |
|  | Bangladeshi |  |
|  | Other Asian |  |
| Black or Black British | Caribbean |  |
|  | African |  |
|  | Other Black |  |
| Chinese or other ethnic group | Chinese |  |
| Other ethnic group |  |  |
| Not disclosed |  |  |
|  |  |  |
| **DISABILITY** |
| Do you have a long-term illness, health problem or disability which limits your daily activities or work? |  |
|  | Yes |  |
|  | No |   |
|  | Not disclosed |  |
|  |  |  |
| **AGE**  |  |  |
|  |  |  |
| **GENDER IDENTITY** |  |  |
| What best describes your gender? |  |
|  | Male |   |
|  | Female |  |
|  | Prefer not to say |  |
|  | Prefer to self-describe:………………………………………… |  |
|   |  |  |
| **RELIGION/BELIEF** |  |  |
|  |

|  |
| --- |
| No religion |
| Christian |
| Buddhist |
| Hindu |
| Jewish |
| Muslim |
| Sikh |
| Any other religion |

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| **SEXUAL ORIENTATION**  |  |  |
| What is your sexual orientation? |  |
| Heterosexual/straight |  |  |  |
| Gay woman/lesbian |  |  |  |
| Gay man |  |  |  |
| Bi |  |  |  |
| Other |  |  |  |
| Prefer not to say |  |  |  |
| Prefer to self-describe:………………………………………… |  |  |  |