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|  | **Volunteer Role Description** |

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| **Volunteer Role Title:** | Learning and Disability Trustee | | |
| **Reporting to:** | Chair - Board of Trustees | | |
| **Location:** | Remote with some visit to services hubs across three counties (Oxfordshire, Gloucestershire and Hertfordshire) | | |
| **Commitment:** | Trustees share a collective responsibility for the effective governance and development of Guidepost Trust UK. Setting the Charity’s strategy and major policies in accordance with the charity's mission, vision and values.  **They are responsible for:**   * monitoring performance against the Charity's strategic aims and objectives. * scrutinising the management of risks * fulfilling the statutory governance obligations * high level ambassadors for the charity. * fully embody our values, including respecting the privacy and dignity of those we care for.   Trustees are appointed for an initial term of one year, followed up by up to three subsequent terms of up to three years (maximum of ten years).  In terms of commitment, our Board meets five times a year. These meetings take place virtually or in person. The work of the Board is further supported by sub-committees meeting up to three or four times a year, either in person or virtually.  Trustees are expected to attend all meetings, where possible, as well as to join suitable sub-committees/ groups, based on their skills and expertise. We also encourage Trustees to engage in other activities where possible to support the work of the Charity.  In turn we hugely value their support and work with all our Trustees to shape their role around their skills and interests. | | |
| **Why we need volunteer/s** | The Board is seeking to expand its current membership to support the ongoing growth and development of the Charity (in line with the board of Trustees vision) and the organisations values, mission, and vision. This will include supporting and mentoring the development of the services and programmes it delivers. With focus on advising building of its services, developing frameworks, and material, mentoring and coaching its people to deliver a centred, inclusive and diverse culture.  We are seeking an experienced person who has worked in learning disability in the Health or Education Sector. The key aim is to drive the charity’s development and guide it towards long-term sustainability and success. They will inspire and motivate internal and external stakeholders, oversee risks mitigations associated with learning disability as well as safeguarding, and promote a positive reputation by creating a culture that excites people, drives performance, to support the establishment of a strong brand presence for the Trust.  The key aim is to drive the charity’s development and guide it towards long-term sustainability and success. | | |
| **Tasks / Activities** | **Key Trustee Responsibilities**   1. Report to the Board as appropriate on the progress of the organisation and on all other matters relevant to the discharge of the Board's responsibilities. 2. In collaboration with the Board, CEO and Leadership Teams, advise and support development of high-quality business strategies and plans ensuring their alignment with short-term and long-term objectives. 3. Support the CEO and Teams establish and monitor indicators of the Charity’s impact related to Learning and Disability. 4. Embed the Charity’s values in the staff, volunteer teams and key partners, of a diverse and Inclusive culture. 5. Support In build relationships with local government, politicians, service providers, the media, and any other appropriate contacts to advance Guideposts aims 6. Understand our services and how we can maximise our impact. 7. Advise on design and implementation of appropriate organisational policies, procedures, systems, and processes, related to the Trustee role. 8. Advise the organisation with resources (human, material and financial). | | |
| **Requirements:** | 1. Professional qualification or equivalent 2. Management qualification, desirable If within a NHS setting or equivalent in the private health, social care services, SEN education or mental health. 3. Knowledge of social care and mental health issues 4. Knowledge of how services are commissioned by local government and the NHS 5. Knowledge of charity governance and fundraising 6. Experience in Senior Management or Leadership 7. Demonstrable experience of leading and motivation of staff and of team development 8. Experience of working with trustee board and its committees, or experienced Trustee, Community Engagement work. 9. Experience of working with stakeholders and developing partnerships to grow the business of the organisation. 10. Excellent communication and interpersonal skills | | |
| **Qualifications / Skills:** |  | **Essential** | **Desirable** |
| Professional qualification in L&D |  | √ |
| NHS experience |  | √ |
| **What’s in it for you:** | We provide exciting opportunities for them to engage with the Charity’s work; provide support for all new Trustees through a full induction; and offer ongoing support from our CEO and senior management teams. | | |
| **Contact Details:** | For further information please contact our Trustee Mariam Ahmed: mahmed@guidepost.org.uk | | |
| **Other information:** | This is a voluntary position; travel expenses will be reimbursed.  All staff are ambassadors for Guideposts and as such may be required from time to time to assist managers and fundraising in the promotion of Guidepost and its work.  All staff have a responsibility to look after the Health and Safety not only of those people who use our services but for themselves and their colleagues and should follow Guideposts Health and Safety Policy and Procedures.  Guideposts is an Equal Opportunities employer.  This job description is not exhaustive, and guidance only, for the trustee in understanding their key responsibilities.  Closing date: 25th October 2024.  Interviews will be held on 8th November with the Chair and Board of Trustees. | | |