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Castlepoint Shopmobility, Castle Lane West, Bournemouth BH8 9XA

**ROLE DESCRIPTION**

**sedcat TRUSTEE**

**Accountable to**: Chairperson of the Board, **sedcat**

**Hours:** Board meetings are held quarterly

Location: Remote

**sedcat** is a charityproviding a range of community transport options to support people living independently in the community, helping to prevent social isolation and loneliness.

We are looking to expand our board membership here at **sedcat**. Could you help support an organisation passionate about helping the community?  
  
We are particularly interested in people who have skills and/experience in the following however not compulsory:

✅ Finance and company / charity governance

✅ NHS & Healthcare

✅ The Care sector  
✅ Service improvement and user engagement

✅ Experience within the voluntary sector  
  
Location: Meetings will be held quarterly via Teams and annually in June face to face at Castlepoint Shopping Centre.

**DUTIES AND RESPONSIBILITIES**

**Provide Governance and represent it to the community and accept the legal authority for it. Ensure that sedcat exists and takes all necessary steps in the pursuit of the objectives of sedcat as set out in the Memorandum and Articles of Association. This position is unpaid and on a voluntary basis. You need to attend quarterly board meetings regularly.**

**Main duties**

1. To ensure that **sedcat** complies with its governing document, charity law, company law and any other relevant legislation or regulations.
2. To ensure that **sedcat** pursues its objects as defined in its governing document.
3. To ensure **sedcat** applies its resources exclusively in pursuance of its Purpose.
4. To contribute actively to the Management Board in given firm strategic direction to **sedcat**, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
5. To Safeguard the good name and values of **sedcat.**
6. To ensure the effective and efficient administration of **sedcat**.
7. To ensure the financial stability of **sedcat**.
8. To protect and manage the property of **sedcat** and ensure the proper investment of the **sedcat** funds.
9. To appoint the Chief Officer and monitor his/her performance
10. Scrutinise Board papers
11. Participate in discussions as appropriate.
12. Providing guidance on new initiatives
13. Contributing to input on issues in which the member has special expertise.
14. Representing **sedcat** at functions, meetings and the broader community.

**Person Specification**

**All criteria listed is important however particular attention should be given to those marked ‘E’ which are Essential requirements. Please provide examples and evidence of how you meet them in the application form.**

|  |  |  |
| --- | --- | --- |
| **Category** | **E/D** | **Criteria**  **Indicate E (Essential)**  **D (Desirable)** |
| Experience | D  D  D | Previous Management /Board Experience  Experience of committee work  Leadership Experience |
| Attainment Qualification |  |  |
| Skills, Knowledge & abilities | E  E  E  E  E  D | Strategic Vision  Good Independent Judgement  Ability to think creatively  Ability to work effectively as a Team  Good communication & interpersonal skills  Nolan’s seven principles of public life: Selflessness, integrity, objectivity, accountability, openness, honesty and leadership |
| Personal Qualities | E  E  E  E | Commitment to the organisation  Tact and diplomacy  Impartiality and ability to respect confidences  Willingness to speak / challenge |
| Additional Factors | E  E | Willingness to devote time and effort necessary (attend quarterly meetings)  Trustee understands legal duties, Liabilities and responsibilities |

The following notes are intended to provide you with guidance on completing your application form.

**General**

Application forms must be completed in full by answering each question. In the interests of Economy, we will only communicate further with short-listed applicants. If you have not been contacted within 28 days of the closing date, you should assume that your application has been unsuccessful. If you would like a comprehensive reason about our decision please write and we will either arrange a phone call or answer you in writing.

**Role Description**

This will explain in detail exactly what the role you are applying for involves. It will include positions basic functions, key responsibilities/accountabilities and reporting relationships.

**Personal Specification**

The person specification is the key document in the selection process and clearly indicates which criteria will be used to shortlist from the application form. It will also indicate at which stage of the selection process other criteria will be used.

**Completing your Application form**

Take care to ensure that additional sheets have your name and position applying for on and that they are securely attached to your application form. Remember to sign, date and take a copy of your completed application form before returning it by the specified closing date.

**Declaration and Signature**

Please make sure that you read your form carefully and that all details are correct and complete. A false deceleration or omission in support of your application or omissions are subsequently discovered, may lead to the removal from the board.

**Data Protection**

We will retain all application forms and short-listing information for 8 months, following the date of appointment, after which time they will be destroyed.

**Short-listing and Interviews**

Short-listing shall be based solely on the information contained in the application form and applicants who, in the opinion of the selection panel, best met the essential requirements of the personal specification will be selected to meet with the selection panel. Disabled applicants who meet the minimum essential criteria will be guaranteed an interview.

Those participating in the selection process have been trained in short-listing and the selection panel will involve at least three people.

You will normally be invited to attend an informal/formal meeting via Teams by letter and in most cases you will be given at least 7 working days notice. All applicants will be contacted either by telephone or in writing to advise them of the panel’s decision.

We will endeavour to do this as soon as possible but usually within 48 hours of the interview taking place. If requested by an applicant, feedback from the Selection Panel will be given.

**References**

References are usually requested automatically for all short-listed applicants, so you will need to indicate on your application form if you do not wish your referees to be contacted prior to the interview.

Acceptant Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_