



## **Trustee - Seal Dunfermline**

We are a small established charity that supports children and young people in the West of Fife. Our aim is to promote individual wellbeing by building on the character strengths of those who may face disadvantage because of disability, neuro-developmental disorders and/or difficulties at home, school or in the community. If you share our vision of enriching the lives of those children and young people who are facing day-to-day challenges and have an interest in ensuring good governance then we would like to hear from you.

We are looking for people who:

- Have a real interest in the wellbeing of children and young people and changing lives for the better
- Understand the role and responsibilities of a charity Trustee or are committed to learning about these
- Are over 18 years and live in the United Kingdom
- Can commit to attending Board meetings every 4-8 weeks (currently held online)
- Are willing to undertake specific roles and assume responsibilities within the Board of Trustees

We would be pleased to receive applications from those who have experience/skills in accessing, or working in, education, social work, social care or other support services. We would also be interested in hearing from people with finance skills who could act as treasurer when the current trustee leaves their position at the end of the current financial year.

## **Main Responsibilities**

Together with members of the Board of Trustees you will be responsible for the following

### **Strategy**

- Ensure our activities deliver our stated charitable purpose.
- Ensure we have a clear vision and strategy, and we are focussed on achieving our outcomes
- Ensure our purpose, work and outcomes remain relevant

## **Regulation and compliance**

- Ensure we meet all our regulatory and legal requirements.
- Ensure we manage risks to the organisation through effective and proportionate risk management and regular discussion.

## **Financial**

- Ensure that we have good financial and management controls.
- Approve our annual budget and ensure we plan for the future.
- Act as a steward of Seal' assets- physical and monetary.

## **Accountability**

- Make clear, reasonable and collegiate decisions acting always in the best interests of the charity.
- Ensure that Seal delivers on all of our activities.

## **Management**

- Provide effective support, direction and management to our employees

If you are interested in becoming a trustee or wish to find out more before deciding to apply, then please contact us through email [office@sealdunfermline.org.uk](mailto:office@sealdunfermline.org.uk) , telephone (01383 703673) or by sending a personal message via Facebook page and we will get back to you.

More details of our work can be found on our Facebook page and also at our website [www.sealdunfermline.org.uk](http://www.sealdunfermline.org.uk)