Enable2Parent Trustee Role Description

Post: Trustee

Salary: This is a voluntary role. Enable2Parent will refund reasonable travel & subsistence expenses and work-related expenses.

Location: Home (On-line).

Hours: A minimum commitment of 8 hours per month (including meetings).

About Enable2Parent

Enabled2Parent is a charity that provides assessments, information and advice about life as a disabled parent and those with additional support needs. It supports parents and professionals and works with organisations across all sectors to raise awareness about the challenges these parents and their families face.

We also provide peer support to mothers and fathers and advocate for them.

We have received grants from the National Lottery Community Fund and Sussex Community Foundation and plan to set up support groups for mothers nationwide. We also exhibit at various shows and speak at conferences connected with parenting and disability.
More details of our work can be found at www.enabled2parent.org

Role of our Trustees: The Board of Trustees are responsible for the overall decision making for Enable2Parent and to set the strategic direction of the charity. Trustees develop the aims, objectives and goals of the charity in accordance with our governing document and legal and regulatory guidelines. They have oversight for strategy, financial management and risk.

You will have experience of senior decision making and / or influencing at board level.

Main Responsibilities

- To ensure that Enable2Parent and its representatives' function within the legal and regulatory framework of the sector, and in line with Enable2Parent governing document.
- To uphold the fiduciary duty invested in the position
- Undertaking such duties in a way which continually strives for best practice in governance and confidence and trust in Enable2Parent.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.

Main Duties

- Ensuring the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance to organisational activities contained therein.
- Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- Promoting and developing the charity in order for it to grow and maintain its relevance to society.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
- Appointing and monitoring the work and activities of the Founder.
- Ensuring the effective and efficient administration of the charity and its resources.
- Acting as a counter-signatory on charity cheques and any applications for funds.
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to Enable2Parent

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- Scrutinising board papers.
- Leading discussions with members.
- Feeding back views of the membership.
- Focusing on key issues.
- Providing guidance on new initiatives.
- Other issues in which the trustee has special expertise.

We also at this time are looking for Trustees who may have the additional expertise in:

- Fundraising & Income Generation
- IT
- Marketing including social media
- Campaigning

Person Specification

- Understanding of the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- A commitment to the organisation.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- A willingness to devote the necessary time and effort.
- Impartiality, fairness and the ability to respect confidences.
- Good communication and interpersonal skills.
- Tact and diplomacy.
- A willingness to speak their mind.
- Good, independent judgement.
- Strategic vision.
- An ability to think creatively.
- An ability to work effectively as part of a team.
- Experience of committee work.

Equal Opportunity

We are committed to providing equal opportunities, and our policy is to ensure that no job applicant or employee receives less favourable treatment, particularly on the grounds of sex, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion or age.

We have designed this application process to help us select the best candidate for the job and to eliminate the possibility of discrimination.

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always consider the interests of Enable2Parent.

Section 72(1) of the Charities Act 1993 disqualifies anyone who:
- has been convicted of an offence involving deception or dishonesty unless the conviction is spent
- is an un-discharged bankrupt
- has previously been removed from trusteeship of a charity by the court or the Charity Commissioners
- is under a disqualification order under the Company Directors Disqualification Act 1986
- Acting as a charity trustee while disqualified is an offence unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

Next Steps:
The Trustee Board welcomes all applications from people with accounting experience and/or qualifications. They are particularly interested in receiving applications from those who have lived experience of disability and from those from sectors of our community that are often under-represented on charity boards. Previous experience of charity finance and of being a Trustee is desirable but not essential.

Application Process: Please email info@enabled2parent.org or via Reach with a cover letter and CV. The closing date for applications is 1st December, 2024, at midnight. The successful candidate will need a reference.