



Action East Devon – Trustee Vacancy (2 years)

Specific Role: Health and Care Representative (East Devon)

The Trustees of Action East Devon are seeking to appoint a suitably qualified and experienced individual to the Board to provide insight into emerging challenges within East Devon in relation to health and social care needs. The Board recognises that we are in a period of change in the delivery of services locally and is committed to guiding Action East Devon's activities to support communities and individuals to respond to these challenges.

This position might suit someone who is currently involved in the health and care sector in East Devon as an employee of a local health or care agency or organisation. Whilst we already have good representation from the voluntary sector, we are lacking Board level representation from individuals working within the NHS, CCG, Social Care and private sector. We are particularly interested in hearing from individuals who understand the challenges facing services on the front-line. The role might suit someone looking to develop their skills and understanding of governance within the charitable sector, and who is committed to bringing their experience to support the charity meet its strategic objectives.

About Action East Devon

Action East Devon is the leading local charity working with the people, communities and organisations of East Devon to create the services and support they need to live happier and healthier lives.

We run projects and deliver services, working with people and communities to meet the needs of the most vulnerable people in our society.

We work with volunteers and voluntary organisations and give them access to the support they need to make their community stronger.

We give community and voluntary organisations a voice and we represent them in East Devon and further afield, to help meet the needs of our most vulnerable citizens.

We currently support around **8,643 individuals** and over **530 groups** per annum. Our ambition is **to increase the reach** of our services across the area to extend to our most vulnerable groups and communities.

We work with a range of disadvantaged groups, responding where there is greatest need. These include: isolated older people with a health/social-care need and those with memory loss; people with poor mental health in particular young people; carers; people with learning difficulties; and people who experience barriers to volunteering.

Trustee Person Specification

Specific skills and experience

- Current involvement in the health and social care sector in East Devon as employee within a provider organisation/agency
- An understanding of the current challenges facing vulnerable individuals in East Devon accessing health and/or social care services
- An understanding of the health and/or social care landscape

General skills and attributes

- Commitment to the organisation and its vision, mission and values.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- Appreciation of Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Trustee Role Description

General duties:

- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure the organisation complies with its 'governing document' - sometimes known as a trust deed, constitution, or articles of association.
- To ensure that the organisation pursues its objectives as defined in its governing document.

- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive Officer and monitor his or her performance.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

Commitment

The Board meet bi-monthly for 2-3 hours and are required to attend additional sub-group meetings and events, as appropriate.

Recruitment Process

If you would like an informal chat about the position please call Charlotte Hanson, Chief Executive on

Tel: 01404 549045 or

If you would like to apply for the role please send Charlotte your CV with a covering email and she will contact you to arrange a meeting:

Email: charlotte.hanson@actioneastdevon.org.uk