

Role Description	
Role Title	Trustee/Board Member - Specific
Reports to	Chair of Trustees
Mentors	Provide mentorship to staff as appropriate
Business Function	Board Member with specific responsibility for legal support
Business Operation	Thomley (Registered as Thomley Hall Centre)
Location	Worminghall
Number of direct reports	As and when specifically required by the role
Hours of Work	Voluntary Status

Thomley's Object:

- To provide facilities and support services in the interests of social welfare for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their impairment/disability with the object of improving their conditions of life;
- To preserve and protect the health of those caring for people with physical, learning or sensory impairment within the family or home by offering a short break service through the provision of community based activities, advice and support; and
- To develop the capacity of non-disabled members of the community in such a way where they are better able to understand and meet the needs of their disabled peers to support them to participate more fully in society.

Purpose of the role:

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity. As a Board member, the Trustee acts in the best interests of the charity by sharing these general responsibilities as well as providing more specific professional support and guidance in defined areas.

Essence of the role:

The essence of the role is to:

- contribute to the provision of overall direction and leadership for the charity and to develop strategic objectives in accordance with the charitable objectives
- provide ongoing professional support for the Chief Executive Officer (CEO) and Senior Management Team (Fundraising, Finance and Operations) to enable Thomley to meet these objectives
- be aware of and abide by the charity's governing document and understand the legislation relating to charities and ensure that the charity operates within the law
- be aware of the financial and operational position of the charity to ensure it complies with its fiscal responsibilities

Essential Skills and Knowledge for the role

Overview

The role will require:

- Having a detailed knowledge of, and interest in, the objectives of the charity.
- Keeping abreast of changing legislation and government strategies in relation to the charity sector.
- Keeping abreast of the financial status and solvency of the charity.
- Attending meetings of the Board as required: this will normally entail attendance at a minimum of 4 meetings per annum.

Accountabilities and Responsibilities

Key Accountabilities and Responsibilities

- Joint accountability with other Board members for creation and implementation of the charity's strategic objectives.
- Joint accountability for the selection and performance of the CEO.
- Joint accountability for the business performance and financial viability of the charity.
- Joint accountability for compliance with relevant legislation (to include but not limited to Charity, Statutory, Health & Safety and Safeguarding), and the creation and implementation of relevant policies and procedures.
- Joint accountability for the creation of a succession people plan within the organisation which allows the organisation to grow organically.
- Joint accountability for risk management.

Thomley Hall Centre

Person Specification

Behaviour / Values

Thomley

Thomley improves the self-esteem, happiness and quality of life of disabled people, their families and friends, by offering healthy and purposeful activities enabling them to play, learn, socialise and work

Responsive – Rely On Us

Our staff respond to our visitors' requests quickly and efficiently encompassing their needs and ideas

Always remember - If we don't look after our visitors, someone else will.

Under one roof

Our staff work with our visitors to ensure that we offer a complete package within a safe, fun and supportive environment.

Simple

Our staff make life easy for our visitors at all points of contact within the organisation.

Trustworthy

Our people always support families, and other visitors in any way possible.

Our people represent a customer's brand as if it was our own, always treating visitors as we would like to be treated. The reputation of Thomley is in the hands of every individual within the organization.

Technical / Professional Expertise

Essential

- Personal integrity
- Passion for the objective of the charity.
- Ability to work within a team to develop and drive a business strategy
- An understanding of the needs of disabled people and their families
- An understanding of government policies and reforms in the sectors of Disability, Social Care, Health and Education
- An understanding of the implications of charity law
- An understanding of financial principles and the law relating to financial viability.