

Join us to help improve the lives of disabled children and their families by becoming our next volunteer Trustee



Job Title: Trustee Volunteer

Hours: Varied

6 Board meeting a year, the AGM and a Board Development Day. Membership of Board committees

Board meetings are held in the evenings, and the Development Day is held on a weekend

CONTEXT

Running for over 35 years, The Yard is an award-winning charity whose purpose is to build thriving communities for disabled children, young people and their families. We are brilliant at creating fun, friendship, and a place to belong using the medium of play. Coming to The Yard provides a great sense of belonging - children have fun and parents have a space free from judgement, where everyone they meet comes from a place of kindness and understanding. One real strength of our service is that we work with disabled children from birth to twenty-five, so families have continuity of which they have said is invaluable.

Our parents often refer to The Yard as a home from home, as for many it is one of the only places where they can relax as a family and just be themselves. As a result, families feel less isolated as they have a chance to meet others facing similar challenges and build up crucial support networks. One parent summed up the difference the service made to their family: *"I love The Yard because the smile it puts on my son's face is priceless. It's helped him grow as a person, become more open to allowing others into his space, and makes him feel safe and accepted. The staff and volunteers are amazing with all the children."*

ORGANISATIONAL STRUCTURE

There are up to 12 Trustees who form our Board. The Board is led by the Chair who is appointed by the Trustees.

KEY RESPONSIBILITIES

Trustees are collectively responsible for overseeing the good governance and administration of The Yard. In carrying out this role you must always act in the best interest of The Yard and carry out your duties with care and diligence. You must avoid and declare any conflict of interest.

Main Responsibilities:

Scotland Yard Adventure Centre (known as The Yard) is a registered Scottish Charity SC002538, and Private Limited Company registered in Scotland 101671.

- Setting and maintaining the vision, purpose, and values of the organisation.
- Developing the direction and strategy
- Providing oversight and support to the Management Team
- Ensuring the organisation has the appropriate structure and resources for its work.
- Ensuring the organisation has appropriate policies and procedures to govern organisational activity, including guidance for the board, volunteers, and employees.
- Ensuring appropriate systems for reporting and monitoring are in place and working.
- Managing risk and ensuring compliance and accountability with the governing document, external regulators, and the law.
- Making certain that the financial affairs of the organisation are conducted properly and are accurately reported.
- A passion, or commitment to improve the lives of children and young people with disabilities and their families.

In addition to the responsibilities of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues, to the area of the Charity's work in which the Trustee has special expertise. They may be asked to be a member of a Board Committee or lead on a strategic priority

AUTHORITIES AND LIMITATIONS

The appointment is for 3 years with an option to stand for re-election. There are annual appraisals.

KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES

Essential qualities and experience:

- Excellent interpersonal skills, with a positive attitude
- Ability to work effectively as part of a team.
- Effective communicator with the ability to listen and influence others
- Experience of developing strategy or providing strategic direction
- Ability to analyse and use information effectively
- Ability to assess risk when making decisions

- a passion, or commitment to improve the lives of children and young people with disabilities and their families

Other requirements:

- Abide by the 7 Principles of Public Life, (Nolan Principles)
- The role will be subject to a Protecting Vulnerable Groups Scheme (PVG) check and written confirmation that the Trustee is not prohibited from acting as a Trustee
- Payment of membership fee, currently £10 a month

TREASURER RESPONSIBILITIES

In addition to the Trustee responsibilities, the Treasurer has specialist responsibilities.

Main Purpose:

To ensure The Yard's financial viability and ensure that proper processes and procedures exist for assuring all financial records, decisions and delegations are maintained.

In particular:

- To ensure that the Board is aware of its financial duties and responsibilities and the need to comply with all legislation
- To ensure that the Board receives appropriate budgetary and financial information on the activities of the charity including Annual Accounts, the Annual Budget, and any reforecasts as considered necessary.
- To ensure the Board receives an explanation of the monthly management accounts and an understanding of the Yard's financial position at Board meetings.
- To oversee and recommend to the Board appropriate accounting procedures, controls and policies, consistent with the scheme of delegation, taking account of the Yard's activities and strategic objectives
- To consider the Yard's reserves and cash position and oversee the management and reporting of the Yard's reserves to the Board, including regular review of the Yard's reserves policy.
- To provide guidance, and expertise to the Head of Finance in executing their responsibilities.
- To be a member of the Audit and Finance Committee

Qualifications:

CA, ACA (or equivalent)

Experience:

Likely to have worked at a Board level in a finance role. This may be at a subsidiary of a larger group organisation.