

Trustee Recruitment Pack



An easy read guide to becoming a volunteer trustee at The Elfrida Society



Welcome



Thank you for your interest in the Elfrida Society.



We are excited to be recruiting new trustees to join our Board of Trustees team and help us build on the great work the charity is doing.



We know that what the Elfrida Society provides is already good as this is what people tell us. But we want it to be even better.



We have amazing staff and trustees who want to make things better and we are all ready for the challenges ahead.



But we need more trustees to help us achieve our goals and we think this could be you.



Help us to make sure that people with a learning disability and/or autism have the same chances and opportunities to succeed in life as everyone else.

We look forward to hearing from you!

Dolly Galvis

Chief Executive Officer)



Our values



Equality: We value diversity and try to give equality of opportunity. We believe the organisation and society is enriched by its diversity.



Respect: We respect the experience of our staff, volunteers and supported employees, which include people with learning disabilities. We believe in their potential and will help to realise their ambitions.



Creativity: We encourage innovation in the solutions we adopt.



Cooperative: We value partnerships based on honesty and trust. We believe that people working together can achieve positive and lasting change.



Co-Production: We value the input of our service users and volunteers in all the work we do.



Challenge: We will advocate on behalf of our service users with local and national institutions in order to achieve our vision and mission.

About the role



Trustees have specific responsibilities. These include:



- making sure The Elfrida Society keeps good finances and is well run.



- looking after the resources of the Elfrida Society and making sure they are used properly.



- sharing your knowledge, experience and skills to help us to make a difference to the lives of the people with learning disabilities we support.

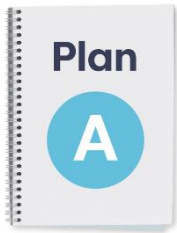


- being committed to helping the organisation get good results and put people with learning disabilities first in all decisions.



- understanding of the needs of people with a learning disability and/or autism and the issues and barriers they face.

Responsibilities



1. To agree on and regularly monitor the Elfrida Society's plans and make sure it does what it says it will.



2. To help to set goals and evaluate performance against agreed targets.



3. To act in the best interests of the Elfrida Society's plans.



4. To safeguard the good name, ethos and values of the organisation.



5. To ensure the organisation doesn't waste money and has enough funds to keep running.



6. To help with the appointment of the Chief Executive Officer and monitor their performance.



7. To chair and/or attend events agreed by the Board of Trustees.

Person Specification - Essential

These are the things you need to be able to do to be a trustee:



- to be committed to the organisation.



- to give the necessary time and effort.



- to have good judgment



- to speak up if you disagree



- to think creatively.



- to work effectively as a member of a team.



- to communicate effectively.



- to be available to staff for advice and enquiries



- support the organisation's fundraising strategy and activities.

Time commitment



You will need to attend:



- between 4 and 6 board meetings each year at the Elfrida office or online (on weekdays in the early evening).



- one full day for a whole group meeting at a different location (we will make sure you can get there easily).



- Trustees might also want to join one of the board sub-committees which meet quarterly.



- Trustees will serve a three-year term to be eligible for re-appointment for one additional term.

Additional information



Trustees will receive full training on every part of the job.



Trustees will be supported if they have any communication or support needs.



Trustees will be paid back for any expenses, e.g. travel.

How to apply



If you want to talk more about the trustee job, please call the CEO, Dolly Galvis on 020 7359 7443.



If you are ready to apply to become a trustee, please fill in the easy read application form.



Please make sure that you have included your telephone numbers, as well as any dates when you will not be available.



Send your application form to elfrida@elfrida.com or give it to Dolly in person.

Or you can send it by post to: Dolly Galvis, The Elfrida Society, 34 Islington Park Street, London, N1 1PX.



If you are given an interview, please tell us if you need any reasonable adjustments made to take part.



If you get the job, you will be asked to give us the names of 2 people we can contact as a reference.



We will also ask you to complete a police check called a DBS.