

Could you be a Trustee for Yatton House Society?

This is an exciting opportunity to become part of an established and highly regarded local charity that provides support and development for adults with learning/physical difficulties.

Role Specifications

Post title:	Trustee
Salary:	n/a
Position Type:	Voluntary (Term of office 12 months)

About Yatton House Society

Yatton House Society was established on a founding philosophy that, to be individual is to be unique. Set up in 1981, Yatton House has evolved to become an integral part of the local community, providing opportunities for Members with learning/physical disabilities to develop their confidence and skills. Yatton House Society believes in giving every individual, regardless of their ability, the chance to develop life skills, so that they may live as free and independent lives as possible. Recent investments of circa £250,000 have transformed the fabric of the centre along with greatly improving service delivery for our growing number of Members.

Role / About You

We are looking for a person with the right values to join our board of eight Trustees. We are kind to others, inclusive of everyone, positive in our work and with each other. We are passionate about making a difference and in trying new things. If you believe you share our values and are driven to achieve high standards, we would like to hear from you.

Qualities and Skills

- Strong full personal commitment for the purposes and vision of Yatton House Society
- Ability to make good independent judgements and positively challenge

- Willingness to attend monthly Monday evening meetings
- Good understanding of our core values (*as detailed on our website*)
- Understanding of information technology and virtual meetings
- Effective communication skills
- An ability to bring forward and drive new initiatives

The Board of Trustees are especially seeking expertise and experience in the following areas:

- Community engagement, partnership and volunteering
- Health and Social Care
- Education and training
- Business development and planning
- Governance/Trust management
- Funding and finance

Role Description

The Board of Trustees is responsible for the management of the affairs of Yatton House Society. It conducts its business through its monthly meetings and follows agreed processes and procedures. It produces annual reports to its regulators the Charity Commission and Companies House. The board is responsible for the employment of the manager and oversees staffing, budgets, quality assurances, and finance.

Responsible to

- The Executive Committee

Trustee Duties:

- Uphold the values of Yatton House and share our vision.
- Ensure our commitment to our Members.
- Comply with Yatton House code of conduct by behaving in a professional manner.

- Promote inclusion, equality, and diversity.
- Respond sensitively to our Member's needs, ensuring discretion and confidentiality.
- Keep within agreed objectives, goals, and business strategies.
- Observe all policies / procedures and agreed operating practices.
- Actively participate in promoting Yatton House Society.
- Help to strengthen our community links.
- Develop future strategies and business opportunities.
- Embed quality assurances throughout our operations.

In addition, each trustee may have a specific area of expertise and would be expected to share their knowledge and experience, providing advice, and guidance on key subject areas.

How to apply

For further information, or to arrange an informal discussion or visit please contact Jonathan Stephenson – manager@yattonhouse.org.uk or telephone 01642 722380.

Application forms available on request. The Board of Trustees will consider applications received by the 16th of September.

Further information about Yatton House Society please visit our website www.yattonhouse.org.uk.

Essential information for Trustees can be found using the following link

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Yatton House link on the Charity Commission website <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/511721/charity-overview>