



Trustee - Role Description

ORGANISATION SUMMARY

MADE4U is a vibrant community organisation in the ML2 area of North Lanarkshire, founded through the collective action and community compassion of a number of local churches in 2006.

Our vision is to see a community free of isolation, low self-worth and lack of opportunity for change. Together, we see a community full of connection, of confidence, and ready for change. Motivated by our belief in God's love for us, it is our mission to work in the ML2 area to see people encouraged, empowered and engaged, making a real difference. Our main charitable aims are reduction of poverty and distress in the community in which we work, and to increase the health and wellbeing of those in the area, through community development, education, support and recreational activities. We are committed to partnership working, and the engagement and support of local volunteers.

Central to our work are our Five values: Believing in Difference, Acceptance, Refuge, Hope and Love. We work through three departments:

Wellbeing: We provide over 18 different activities including befriending, emergency food, Community cafes, men's group activities, fuel support, onward referrals and a benefit/money advice service.

Children: We deliver work including awards, active play, family activities, holiday hunger clubs, Christmas and back-to-school-provision work, and aim to support the whole family.

Youth: We operate youth drop-ins, volunteering and employability work, schools engagement and wrap around support for young people and their families.

If you want to read more about these values and our work, our most recent annual report can be found on our website (<http://made4uinml2.com/about-us/annualreports>)

ROLE PURPOSE - TRUSTEE

Charity Trustees are a group of people who ultimately exercise control over, and are legally responsible for, the charity. They provide overall direction, support and encouragement, ensure the smooth running of the organisation and are responsible for the governance of the charity.

We currently have 5 members of our Board of Trustees offering a range of skills and experience and local connections.

We are currently looking to recruit talented new Trustees who can support our organisation with its charitable aim of making a difference within the ML2 community. We are particularly looking for individuals who have experience in either **Human Resources, Finance/Accounting, Income Generation/Fundraising, Building Management, or Leadership/Management.**

TASKS UNDERTAKEN - TRUSTEE

- Providing leadership support to the organisation, ensuring the charity has a clear vision and mission, and strategic direction
- Supporting the overall performance and management of the organisation, considering risks and opportunities
- Working as part of an effective team outside of and during Board Meetings (bi-monthly), making decisions, planning days, and providing ad-hoc support if required
- Engage in at least one sub-committee, where relevant, to ensure high standard of work, decision-making and recommendations which are brought to board meetings (may be around finance/risk/employment/policy).
- Ensuring charity governance is of the highest possible standards (training can be provided)
- Displaying a keen interest in the work of the organisation, engaging effectively with our staff, volunteers, members and other people who access our services, while maintaining an understanding of the role of governance
- Providing practical or wellbeing support to the charity's Senior Manager when required, acting as a sounding board where both parties can speak openly around concerns, worries or any challenges
- Undertaking an ambassadorial role for the organisation, promoting the work of the charity within the ML2 community if required
- Approving charity spend including payroll, invoices etc if required
- Drafting and issuing minutes, during Board Meetings, if required
- Taking part in mandatory induction and ongoing training, relevant to the role of a charity Trustee

OTHER INFORMATION

The Board normally meets bi-monthly, usually online via Zoom and occasionally at the MADE4U IN ML2 Centre in Cambusnethan, Wishaw. It is important that Trustees are able to visit the centre and be available to meet with staff occasionally.

The commitment required of the Chair of Trustees is normally 6-8 hours per month however this can vary at different time periods of the year and depending on strategic priorities and focus.

A full induction and on-going training will be offered, as well as on-going support and incurred travel expenses. Ideally, Trustees will commit to the role for a period of 1-3 years minimum, providing a level of stability to the Board and the wider charity.



SKILLS AND QUALITIES OF A TRUSTEE

- Strong leadership skills, integrity, ability to think strategically and make decisions for the good of the organisation
- Excellent communication and personal skills, ability to build strong relationships with others, listen to the views of others, tact and diplomacy
- Excellent organisational skills
- Ability to work effectively as part of a team
- Understanding of the legal responsibilities and liabilities of a Trustee (training can be provided)
- Willingness to engage over a variety of IT systems, including usage of Google Drive, Gmail, Slack and Zoom, for board business
- Willingness to devote the necessary time and efforts in their role, for the benefit of the organisation and the Board of Trustees

WHAT WE CAN OFFER YOU

- A rewarding volunteering experience with the opportunity to support and shape the work and strategic direction of a well respected, local charity
- The opportunity to use your skills and experience in a way that benefits the ML2 community
- Becoming a Trustee can be an ideal opportunity for personal growth and development, gaining experience in governance and leadership
- The opportunity to work closely with other stakeholders, meeting new people

HOW TO APPLY / FOR FURTHER INFORMATION

To apply for this role, please send an up-to-date copy of your CV to boardrecruitment@made4uinml2.com, along with a cover letter. We welcome any enquiries regarding this position and would be happy to discuss it further with any interested parties.

For further details, please contact Clare McCormack on 01698 384 030 or by email clare@made4uinml2.com

This role requires membership of the PVG (Protection of Vulnerable Groups) scheme. A conviction will not necessarily cause a barrier. However please note you are ineligible for this role if you are disqualified from being a Director of a company.