

## More Harmony Trustees wanted

Harmony is governed by a board of six Trustees who meet monthly at present. We need to appoint more Trustees, as some are due to retire in the next year or so.

### What we need from you

We are ideally looking for people with business or charity knowledge/skills and very much welcome people from a health and social care background. No previous Trustee experience is required, but enthusiasm and energy are needed to tackle the changes that face us as we plan our post-Lockdown development.

The Board welcomes applicants with the right experience from diverse backgrounds. We also welcome applications from people who have personal experience of mental health problems.

The main role will be to ensure that the charity complies with its governing documents and other statutory duties and otherwise to use skills and experience to help Trustees reach sound decisions and ensure Harmony fulfils its objects in a changing world.

Please tell us if there may be any barriers to your engagement with us and we will actively support your application.

### Trustee Job Description

The general duties of a Trustee are:

- To ensure that the charity complies with its governing document, charity law, company law, and any other relevant legislation or regulations.
- To ensure that the charity pursues its charitable objects as defined in the governing Document.
- To ensure that the charity applies its resources exclusively in furtherance of its objects, i.e., the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role of giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To ensure the financial stability of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint and support the Service Manager and monitor his or her performance.

In addition to the above statutory duties of all trustees, each trustee should use any specific

knowledge or experience he or she may 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 relevant to the area of the charity's work in which the trustee has special expertise.

## **Person Specification and Requirements for this role**

Trustees will have;

- Enthusiasm and energy to tackle the needs of people suffering from, or recovering from, mental health problems
- A commitment to the aims and values of The Burrough Harmony Centre
- An ability to provide the level of commitment required for this role
- Ideally, but not essentially, experience of governance
- The ability to work as a team
- Knowledge or experience in one or more of the following areas –
  - Fundraising
  - NHS services
  - Human Resources
  - Marketing and publicity, including social media
  - Strategic IT
  - Accountancy
  - Legal/contract law
  - Needs of communities in Bridport

## **Your Application**

If you feel you have the skills, knowledge and experience required, please send your CV and application (in your own style) to [tegwyn.j@harmonydropin.org.uk](mailto:tegwyn.j@harmonydropin.org.uk)

For further information about the role, contact Tegwyn Jones on 07852 229290

Closing date for applications October 29, 2021.