

Working with, listening to, and learning

from adults with learning disabilities.

## Stepping Stones is a small but well established charity based in South London. Each week we deliver a programme of classes and activities to adults with learning disabilities. The majority of our activities take place at a multi-purpose community centre, but we also work offsite in the wider community, and in partnership with other organisations.

## ROLE DESCRIPTION: Trustee of Stepping Stones

The duties of a trustee are as follows.

* Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
* Ensuring that the organisation complies with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
* Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
* Ensuring that the organisation defines its goals and evaluates performance against agreed targets
* Safeguarding the good name and values of the organisation
* Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* Ensuring the financial stability of the organisation
* Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds
* Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the operations manager

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

## PERSON SPECIFICATION

* A commitment to the organisation
* A willingness to devote the necessary time and effort
* Strategic vision
* Good, independent judgement
* An ability to think creatively
* A willingness to speak their mind
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* An ability to work effectively as a member of a team
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* At this time we are looking for people who have experience in one or more of the following areas:
* strategic development of services
* qualification in social work or education
* charity management skills including HR and fundraising

**EXPECTED TIME COMMITMENT**

* Attendance of 6 evening meetings per year (approximately 2 hrs each).
* Reading papers in advance of meeting.

If you are interested in this role please apply with CV and covering letter stating why you are interested in the role and the skills and experience that you would bring to Stepping Stones.

Applications should be sent to Catriona Finlayson:

[manager@steppingstoneslearning.org.uk](mailto:manager@steppingstoneslearning.org.uk)

Or posted to Stepping Stones, St Faiths Centre, Red Post Hill, SE24 9JQ.

Please also feel free to contact Catriona for further information about the charity.