



Trustee Information Sheet

About Us

Diversity Matters North West (DMNW) is a registered charity and company limited by guarantee. It provides a range of services including social and physical activities, training programmes and support to women in crisis. The charity is able to meet the needs of the local community with the support of over 100 volunteers.

We exist to improve the health and wellbeing of the people of Tameside, Greater Manchester. We work in partnership with other agencies to empower people to bring about positive change in the area and increase their control over issues that affect them.

Our main work programmes are:

- Health improvement.
- Women's learning and development.
- Community engagement and awareness raising.
- Volunteer development.
- Support for south Asian women in crisis.

Our team of 9 staff is currently supported by an active Board of 7 trustees.

We are currently funded through a mixture of grants and public service contracts. There are no long-term guarantees of funding.

What We Can Offer

Becoming a member of our Board will give you the opportunity to put your specialist skills and knowledge at the service of a local community and to play a key role in developing and shaping the future of the charity. You will have the opportunity to develop your own skills and knowledge in relation to charity governance as well as wider social policy and voluntary-sector issues.

This is **not** a salaried position, but you will be able to claim reimbursement of any out-of-pocket expenses, this includes the cost of any DBS check.

Trustee Indemnity Insurance

As a Charity we ensure that any risks are mitigated for, this includes having the appropriate insurance cover (up to £250,000) to protect the Board of trustees against any claims due to mismanagement in their role, as a trustee or a director, which is detrimental to the Charity.

Role of the Board

- To lead the organisation effectively.
- To keep informed of the organisation's work and wider issues that affect it.
- To help develop policies.
- To ensure the organisation can meet its financial obligations and is insured.
- To ensure the organisation follows the law and its governing document.
- To ensure that staff are properly supervised and supported.

Trustee Role Description

Essential Requirements



- To attend Board meetings in Hyde of up to 2 hours' duration (currently quarterly, 2:30pm to 4:30pm on a Monday (this is subject to review).
- To read meeting minutes and other papers in preparation for meetings.
- To send apologies when unable to attend meetings.
- To participate in occasional training and development activities to be an effective committee member.
- To declare any conflicts of interest at meetings.

Desirable Requirements

- To be willing to consider an additional responsibility such as an officer role (Chair, Secretary, Treasurer) or membership of a sub-committee.

Trustee Person Specification

As the Board of trustees, we are seeking to appoint local BAMER¹ resident to join our dynamic team.

You will meet at least the essential requirements set out above. Ideally you will meet the desirable requirement as well. In addition, you will have skills or knowledge to offer in at **least one** of the following areas:

- Local community experience, knowledge and involvement.
- Managing a public service (either in a charity or in the public sector),
- Managing a commercial business,
- Human resources management or employment advice and guidance,
- Accountancy or financial management,
- Property management,
- Legal advice,
- Income Generation (including fundraising, bid-writing, sponsorship).

Trustee Application Process

All candidates should complete the application form and return it:

- by hand or by post to: Rehana Begum (Chief Officer & Company Secretary), Diversity Matters North West, 20 Great Norbury Street, Hyde SK14 1BR; or
- by email to chiefofficer@diversitymattersnw.org.uk (you can sign your form if you are invited for an interview).

If you have any queries, please contact Rehana on 0161 368 3268.

Applications must arrive by 5pm on Thursday 16th April 2020

Interviews will be held on Tuesday 21st April 2020

Rehana Begum (Chief Officer & Company Secretary), Feb 2020

¹ Black, Asian, Minority Ethnic and Refugees