



VACANCY: CARERS LEEDS TRUSTEE

ABOUT THE CHARITY

Carers Leeds is an independent charity that gives support, advice and information to unpaid carers aged over 16. Established in 1996, our team of expert support workers are dedicated to improving the lives of the 74,000 carers in Leeds.

The Carers Leeds Board is responsible for the governance of a charity, ensuring it is effectively and properly run and is meeting its overall purposes. Our charity's exemplary governance has resulted in the successful achievement of PQASSO Level 2 and also a GSK Impact award in 2017.

THE ROLE OF TRUSTEE

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that funds are only used in pursuance of the charity's objective
- To contribute to the Board of Trustees in its role of managing the charity - setting overall policy, and agreeing to strategic direction
- To safeguard the reputation and values of the charity
- To ensure financial stability and sound administration
- To be an effective steward of the charity's resources
- To appoint the chief executive and monitor their performance

As Carers Leeds is a company limited by guarantee, all Trustees will also become a Director.

The successful candidate will understand the charity landscape and have experience and knowledge of unpaid carers.

TIME COMMITMENT

There are usually four Board meetings a year, plus one away day but due to the exceptional circumstances of the Covid-19 crisis, we are currently meeting every three weeks. Meetings are usually held at our office in central Leeds but are now held online by video conference.

Regular telephone/e-mail availability and occasional attendance at events in Leeds is also requested.

The post is unpaid, but travel expenses will be covered.

APPLICATION

To apply please download an application pack from our website and submit your application to kim.goulden@carersleeds.org.uk.

Shortlisted candidates will be interviewed by two members of the Board the CEO by video conference.

Carers Leeds celebrates diversity and is a LGBTQ friendly organisation. We welcome applications from all sections of the community.

Carers Leeds is a Registered Charity No. 1058706 and Limited Company Registered No. 3242065