

 **Volunteer Role Description and**

**Person Specification**

TRUSTEE

**We are looking for committed individuals with an interest in our cause, as well as relevant skills and experience to join the Board of Trustees that governs our local independent Buckinghamshire charity.**

 **Introduction**

Age UK Buckinghamshire is a local independent charity supporting older people across Buckinghamshire. We want all local older people to be able to age well, and aim to be the trusted organisation for local older people, their families and carers. Our job is to ensure we deliver high-quality, cost-effective services which mirror the diverse and changing needs of local older people.

With our committed team of mainly part time staff and 200 + volunteers, we provide valuable services that improve wellbeing, tackle loneliness and support independent living. These include Information & Advice, Welfare Benefits Support, Befriending Plus and a range of chargeable services delivered to people at home. Our funders include Buckinghamshire Council, individual doners and local trusts & grants – who set high standards for our performance delivery.

Whilst we are a brand partner of the national Age UK Body, we are a separate local independent charity – all our funding is raised and spent in Buckinghamshire. We are fortunate to have a hard working and talented staff team, supported by an experienced Board of Trustees – which we are actively looking to grow.

A trustee position is a voluntary, unpaid role.

**What would the role involve?**

The board of Age UK Buckinghamshire is looking to recruit a number of new trustees who can bring their skills to bear while developing an understanding of and contributing to the development of the values, strategies and aspirations of Age UK Buckinghamshire. The role will include:

* Attendance at quarterly board meetings, as well as at least one sub-committee focusing on areas such as finance, performance, fundraising and development.
* Being part of determining the overall direction and development of the charity.
* Ensuring good governance.
* Representing and promoting the charity when needed.
* Ensuring effective and efficient administration of the charity, and make sound decisions that support its development and plans.
* Advising the board and CEO, utilising particular skills and experience.

**What are we looking for?**

We are looking for individuals committed to the wellbeing of older people in Buckinghamshire, with the skills / experience to help us deliver upon our mission and vision.

In particular we are currently looking for individuals with a background in communications, legal, fundraising, social media, local authority and adult social care.

Board meetings will usually be held in Aylesbury, Buckinghamshire – therefore an ability to travel to this location is needed.

New trustees will make a genuine and long-lasting impact on the lives of local older people in Buckinghamshire.

**How to apply or find out more information**

If you would like to apply to be a trustee with Age UK Buckinghamshire, please send your CV to our interim CEO Gavin Shand at gshand@ageukbucks.org.uk.

If you would like to have an informal conversation about the role, or about Age UK Buckinghamshire before applying please also contact our interim CEO.