**TRUSTEE WITH COMMUNICATIONS EXPERIENCE FOR AGE UK MERTON BOARD**

**The role and the person**

Age UK Merton is an independent charity operating within the national Age UK network to provide services for older adults in the London Borough of Merton. Our role is to ensure that older adults can easily access the support, services and care they need as they get older. Our comprehensive services are specifically designed to support older people and reach around 3,000 Merton residents a year.

Following a turbulent 18 months during which time many of our services were either suspended or operating remotely, Age UK Merton is emerging from the pandemic into an exciting period of improvement and growth. We are about to embark on the development of our new Strategic Plan, are reviewing our priorities as we come out of the pandemic and are in the middle of an exciting building project to develop new premises to deliver our services from.

Age UK Merton has a strong and diverse Board comprising a group of Trustees from a wide variety of backgrounds. There is currently one vacancy on the Board which we are looking to fill with an enthusiastic person who shares our values and passion for connected communities, alongside services that meet the needs of the older adults we serve. The new Trustee will join the Board at the AGM in November 2021.

Following a skills audit undertaken by the Board earlier this year, we are specifically interested in hearing from people with experience in communications and engagement, to support the organisation in improving its external communications and interaction with key stakeholders in the borough. The Trustee will play an active role in helping the organisation develop a communication and engagement programme, working closely with the Chair, CEO and other Trustees and members of staff. It is an exciting opportunity to help the organisation communicate with a range of audiences across the borough, including users, statutory services, elected representatives, other providers, and funders.

**Person specification**

***Essential***

* Commitment to Age UK Merton
* Willingness to devote the necessary time and effort
* Strategic vision
* Experience of operating at Board or senior level professionally
* Good independent judgment
* Ability to think creatively
* Understanding and accepting of the legal duties, responsibilities and liabilities of Trusteeship
* Ability to work effectively as a member of a team
* Ability to use and access to ICT

***Desirable***

* Experience in developing and implementing communication and engagement plans
* Experience in undertaking stakeholder mapping
* Experience in developing content for websites and social media

**Trustee role description**

Trustees have a number of statutory duties, including ensuring the organisation complies with its governing document, charity law, company law, and relevant legislation; ensuring it pursues its objectives as defined in its governing document; actively contributing to the Board in giving strategic direction to the organisation; ensuring the financial stability of the organisation; and ensuring the effective and efficient administration of the organisation.

In addition, Trustees should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues and working on sub-committees.

**Your commitment to us**

Trustees have a significant responsibility within the organisation, so it is important that you can commit time to read and consider papers and reports, attend meetings and contribute to discussions and decision-making. Trustees meet a minimum of six times a year in addition to the AGM and an Away Day. We also have sub-committees which meet several times a year.

**Our commitment to you**

We understand that Trustees are volunteers and therefore it is important to us that our Trustees enjoy their time supporting the organisation and develop their own skills and experience in their role. As a Trustee, you will benefit from being part of a team in a friendly, supportive working atmosphere. You will meet a wide range of people and make new contacts across the borough. You will learn new skills and benefit from training opportunities, whether that is for your CV or to support your professional development. Above all, you will know that the time you have given has made a real difference to people’s lives.

**To find out more or to apply**

If you are interested in applying, please send a CV and short cover letter to our chair, Tobin Byers, at tobinbyers@yahoo.co.uk. If you would like to have an informal discussion about the role, please contact Tobin who would be pleased to speak to you.