**Role: Charity Trustee Dundee Pride (SCIO)**

Remuneration The role of Charity is not accompanied by any financial remuneration

Location Dundee

Time commitment: Monthly Board meetings, monthly volunteer meetings, and other activities depending on workstream membership.

Reporting to Co-chairs of the Board

**Role Description**

The role of Trustee is to ensure that Dundee Pride, as a registered Charity fulfils its duty to its beneficiaries and delivers on the vision, mission and values.

**The duties of a Trustee are:**

* to ensure that *Dundee Pride* complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations
* to ensure that *Dundee Pride* pursues its objects as defined in its governing document (the advancement of citizenship and community development within the LGBT+ community in Dundee; and the promotion of equality and diversity)
* to maintain proper financial control and ensure that *Dundee Pride* applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its constitutional purposes, no matter how worthwhile or charitable those activities are
* to set and maintain vision, mission and values
* to develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* to ensure accountability
* to set up volunteer procedures and respect the roles of volunteers
* to support the operational management of the organisation
* to draw up and monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies and grievance and disciplinary procedures
* to ensure that risk assessments for all aspects of the business are carried out
* to safeguard the good name and values of Dundee Pride
* to maintain effective board performance and ensure the effective and efficient administration of the charity including funding, insurance and premises
* to promote *Dundee Pride*
* to act in the best interests of Dundee Pride, never in the interests of yourself or another organisation

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

A trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of Dundee Pride in mind.

**Person specification**

Individuals are sought who have strong connection with the primary purpose of Dundee Pride and who have a range of skills, experience and expertise to complement the talents of the existing Trustees. Currently we are seeking people with skills and experience in the following areas:

* Accounting or auditing
* Project Management
* Public Engagement
* Legal skills and experience, particularly within the charity or 3rd sector
* Fundraising skills and experience
* Volunteer engagement and management
* Other skills/experience to help Pride achieve aims and objectives for Pride in 2019 and beyond

Board members are jointly and severally responsible for the overall governance and strategic direction of Dundee Pride, its financial health, the probity of its activities and developing Dundee Pride’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All Board members, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Board member in any particular aspect of the governance of Dundee Pride.

**Experience:**

* Successful experience of operating within a Board in a charitable, public sector or commercial organisation **(for persons early in their working life, interest in operating within a Board)**
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives **(for persons early in their working life, interest in building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives)**
* History of working on, volunteering for or leading public events
* A proven track record of sound judgement and effective decision making
* A history of impartiality, fairness and the ability to respect confidences
* A track record of commitment to promoting equality, diversity and inclusion

**Knowledge, skills and understanding:**

* Commitment to Dundee Pride, its values, and a willingness to devote the necessary time and effort
* A willingness to speak their mind in a collegial and developmental manner
* Willingness to be available for advice and enquiries on an ad hoc basis
* Good, independent judgement and strategic vision
* An understanding and acceptance of the legal duties, responsibilities and liabilities of Board membership
* An ability to work effectively as a member of a team
* An understanding of the respective roles of the Chair, Trustees and volunteers

As Trustees of an organisation with charitable status, all Trustees should abide by the seven principles of public life, as recommended by the Nolan Committee’s report, “Standards in Public Life”, when carrying out their roles and responsibilities. These are:

* Selflessness - Holders of public office should act solely in terms of the public interest.
* Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
* Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
* Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
* Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
* Honesty - Holders of public office should be truthful.
* Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

To apply:

To be considered as a Trustee of Dundee Pride, please send the following to Dundee Pride’s Co-Chair’s via email tommy.small@dundeepride.com or tim.kelly@dundeepride.com

1. CV – detailing relevant experience in the areas described in the person specification above, experience at board level and volunteering experience.
2. A written statement describing:
	1. How your skills and experience meet the criteria above,
	2. How you would contribute to the growth of Dundee Pride.

Shortlisted applicants will be invited to an interview with a selection panel from Dundee Pride’s Board of Trustees.