**Skills for People seeks to recruit Trustees/Treasurer**

**About Skills for People**

Skills for People is a successful charity with a reputation for quality and innovation. Since 1983, we have been working to improve the lives of disabled people and their families across the North East, and share innovation nationally.

**We**

* Support disabled people and their families through information, guidance, advocacy, self help and self advocacy
* Support disabled people and their families to shape services which affect them through consultation, active user engagement, and partnership working
* Support organisations with workforce development, user involvement and user led Quality Checks
* Support disabled people to influence local and national policy which affects the lives of disabled people and their families
* Ensure that Skills for People is led by disabled people, especially people with learning disabilities, and their experiences are at the heart of all we do

We are shortly to move location to newly refurbished premises; and plan to extend our services to benefit even more people in future. Through the Covid-19 pandemic, we have continued to support people, especially people with learning disabilities to ensure they are safe and healthy; and to support their mental health.

**Treasurer**

We are seeking to recruit up to four new trustees since some of our board members have moved on, or plan to do so shortly. We would particularly like to recruit a Treasurer.

**The role**

Trustees have overall control of a charity and are responsible for making sure it is doing what it was set up to do. They lead the charity and decide how it is run. Since Skills for People is a charitable company, limited by guarantee, our trustees are also Company Directors.

The Treasurer’s role is as follows:

* Overseeing, approving and presenting budgets, accounts and financial statements to the Board with the Chief Executive (and Office Manager when necessary).
* Being assured that the financial resources of the organisation meet its present and future needs
* Ensuring that appropriate accounting procedures and controls are in place
* Liaising with paid staff and volunteers about financial matters
* Advising on the financial implications of the organisation’s strategic plans

The Treasurer may bring to the board one or more of a range of experience, interest, skills and knowledge, including but not limited to

**Essential**

* Financial qualifications and experience
* The skills to analyse proposals and examine their financial consequences
* A willingness to be available to staff for advice and enquiries on an ad hoc basis

**Desirable**

* Some experience of charity finance, fundraising and pension schemes
* Personal lived experience as a disabled person or family carer
* Experience of the diverse communities which the organisation seeks to support

**Commitment**

There are six trustees meeting per year, each lasting 2 hours, one strategy day each year and the Treasurer be expected to meet with the CEO and other team members to discuss financial matters for 1 - 2 hours each month. Times of meetings are set to suit trustees. Meetings usually take place in Newcastle or via Zoom. Board members are welcome to play a more active role in shaping our services if they wish.

It is important that our Board and staff feel confident about the decisions they are making in regard to finance management and future sustainability, even more in the current uncertain times.  Our audits confirm that our finances are well managed, but we know we would benefit greatly from an expert to support our team.  You would give extra confidence to the team, and guide us in our making best use of the charity's resources.

**The benefits**

* You will be supporting our talented and friendly team.
* You will be part of a charity which is forward thinking and has a great reputation.
* You will be helping to improve the lives of disabled people and their families.
* You will gain experience of strategic decision making and charity management.
* You will be able to shape and influence innovative projects
* The post of Treasurer is unpaid, but all reasonable expenses are reimbursed.

**How to apply**

Previous board/trustee experience is not necessary and we welcome applications from all ages and backgrounds.

**For an application pack**, please email please email your CV and a covering letter to lez.cottrell@skillsforpeople.org.uk

**For an informal chat,** please email our Chief Executive liz.wright@skillsforpeople.org.uk

**Deadline for applications** 11th September 2020

Interviews will be arranged at a time to suit applicants.