**West Sussex Mediation Service**

**Trustee Role Profile:**

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| **Where:** | West Sussex Mediation Service, Park House, Horsham |
| **When:** | Meetings and commitments TBC |
| **Managed by:** | Chair of Trustees |
| **Terms:** | Maximum six-year term |

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| **Purpose:** |
| To ensure West Sussex Mediation Service achieves its charitable objectives by:   * Ensuring that the values of the organisation are upheld * Taking part in formulating and regularly reviewing the strategic aims of the charity * With other Trustees, ensuring that the policy and practices of the charity are in keeping with its aims * With other Trustees, ensuring that the West Sussex Mediation Service operates within the legal, financial and regulatory requirements of a charitable organisation, and strives to achieves best practice |
| **Role responsibilities:** |
| **Formulating strategic aims by:** |
| * Reflecting and championing West Sussex Mediation Service’s vision, mission and values, strategy and major policies at all times * Acting as an ambassador, representing the organisation at functions, events and supporting with fundraising activities * Adhering to the Charity’s Constitutional Document and attending and actively participating in meetings of the Trustees in accordance with the Constitution, contributing specific skills, experience, interests and knowledge. * Understanding a Trustee's responsibilities under Charity Law of being a Trustee * Being aware of the duties and responsibilities concerned with governance and those associated with executive management * Being an active member of the Board of Trustees in exercising its responsibilities and functions * Being willing to participate actively in ad-hoc Board sub-committees as required * Maintaining healthy working relationships between Trustees and Senior Management * Participating in relevant training to maintain levels of knowledge and competence to fulfil the role of Trustees |
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| * Fulfilling such other responsibilities and assignments as may be required   from time to time by the Trustees   * Declare any conflict of interest while carrying out the duties of a trustee |
| **What we're looking for are dynamic individuals with a range of skills which include:** |
| * Excellent communication and networking skills * Ability to uphold the values of the West Sussex Mediation Service * Strategic thinking and an understanding of governance * Commitment to continuous development, including regular training * Ability to work as part of a team with tact and diplomacy * Ability to commit to active participation in Board meetings, sub-committee's and events * Ability to influence through personal credibility * Commitment to equality and diversity   **In addition we are looking for individuals with specialist knowledge in (desirable):**   * Fundraising * Working with local communities |
| **What you gain from this opportunity:** |
| * Satisfaction of helping West Sussex Mediation Service to support local people and communities in resolving disputes * Chance to develop your knowledge and skills and to enhance your CV * Working as part of our expert team |
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| **Training Provided:** |
| We offer a full induction programme and training to support your personal development. |
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| **Want more information?** |
| If you have any questions, please contact [info@wsms.org.uk](mailto:info@wsms.org.uk?subject=Application%20via%20Trustee%20listing%20on%20http%3A%2F%2Fwww.wsms.org.uk%2Fmediation-news) |
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