**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
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| **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
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| **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
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| **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  |
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