

## Job Description

### Trustee

Autism Family Support Oxfordshire (AFSO) would like to invite applications for the position of Trustee, commencing in early 2021. This is an opportunity to join an award-winning and highly regarded charity and contribute to our exciting phase of development.

#### MAIN RESPONSIBILITIES

With other trustees:

- To ensure that the policy and practices of AFSO are in keeping with its aims.
- To determine the overall direction and development of AFSO through good governance and clear strategic planning.
- To ensure that AFSO functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.
- To contribute specific skills, experience and contacts in support of AFSOs activities.
- To attend meetings of the Trustee Board.
- To engage with members of AFSO at other levels in the organisation.
- To act in the best interests of the charity, beneficiaries and future beneficiaries at all times.

**Reporting to:** Chair of Trustees

**Remuneration:** This is an unpaid role. All reasonable travel and out of pocket expenses will be covered.

**Duration:** initial 3-year term.

**Time commitment:** Minimum requirement to attend at least 4 Trustee meetings per annum, including the AGM, plus preparatory work for meetings and projects as agreed by Chair of the Board

**Location:** Meetings are usually held at our office in Abingdon, Oxfordshire. Meetings are currently being held remotely.

**Closing date for applications:** 5<sup>th</sup> January 12pm noon.

**Start Date:** January 2021 or soon after

## Person Specification

The successful candidate will have all the experience and skills listed in the Essential Criteria below. These criteria will be assessed in the shortlisting process.

#### Essential:

- Empathy with the purpose and aims of the charity.
- Enthusiasm, energy and time to commit to this role.
- An ability to work effectively as a member of a team.
- An ability to think creatively.
- Excellent attention to detail.
- Good interpersonal and negotiation skills.
- Willingness to make recommendations to the board and to speak their mind with diplomacy.

**Desirable:**

- Previous experience as a Trustee or with committee work, associations or team decision making.
- A background in one or more of the following areas: business, marketing and digital technology.
- A wider involvement with the charity or voluntary sector and other networks.
- Knowledge and experience of fundraising practices relevant to small charitable organisations.

To serve as a Trustee you must be over the age of 16 and not disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty or a legal order for removal/disqualification as a trustee or company director. It is a criminal offence to act as a Trustee while disqualified.

Please note, all Trustees are required to have a Disclosure and Barring Service (DBS) check and hold an up to date certificate throughout their tenure. This will be arranged by AFSO on appointment.