



Job Title: Trustee, Painswick Centre

JOB DESCRIPTION

Job Overview: The community centre trustee will serve as a fiduciary of the community centre and act in the best interest of the organisation. The trustee will provide strategic guidance and support in ensuring that the community centre meets its mission, objectives, and financial goals. Trustees will also help guide and support the village community centre in its refurbishment and development of a new business model.

Key Responsibilities:

- Attend board meetings and actively participate in discussions and decision-making processes to ensure effective governance of the community centre.
- To actively participate with fellow trustee to provide support, guidance, and direction to the village community centre

- Work collaboratively with fellow trustees and the village community to establish the vision, strategy, and business model for the centre
- Provide guidance and support in developing and implementing strategies to improve the community centre's financial sustainability
- Review and approve the community centre's budget and financial reports on a regular basis. Provide oversight and accountability for the centre's financial management
- Help to identify and secure funding opportunities to support the centre's refurbishment and ongoing operations and to actively seek out potential donors and sponsors
- Monitor risks and opportunities that may affect the community centre's operations and take appropriate actions as needed
- Ensure that the community centre complies with all legal and regulatory requirements
- Represent the community centre in public and community events and promote the organisation's mission and values.
- Ensure compliance with all relevant laws, regulations, and policies
- Attend centre events and engage with the community to help promote and grow the centre's services and programs

PERSON SPECIFICATION

Skills and/or experience required (at least one of the below):

- Business Development/Strategy
- Finance
- Boards & Governance
- Buildings & Maintenance
- Legal
- HR & Staffing
- Project Management
- Fundraising
- Marketing & Communications
- Recording/minute taking
- Knowledge & experience in built heritage
- Facilities Management

Essential criteria:

- Strategic vision
- Strong & effective communication
- A passion for community development and the desire to make a positive impact in the village
- Problem solving skills
- Good, independent, evidence-based judgement
- Ability to work collaboratively with other board members and staff

- Understanding of and commitment to the objectives of The Painswick Centre as per our governing document
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Desirable:

- Community engagement experience
- Experience in charity/non-profit management, finance or governance
- Leadership experience
- Knowledge of the local community and its needs

If you are interested in applying for a role as Trustee, or as a member of a volunteer sub-committee, please email info@painswickcentre.com by Friday 9th June 2023.