



## **DS Achieve Trustee Role Profile**

DS Achieve's vision is that every child with Down Syndrome in our community has the opportunity to thrive and reach their potential.

We support and champion children and young people with Down Syndrome. We do this by:

- providing advice and support to their parents and carers.
- ensuring professionals are knowledgeable and skilled.
- creating a positive, inclusive community.

We work for families in Hertfordshire and surrounding counties and began operating in September 2018. We are a small charity but strive for excellence in all that we do.

We are looking for some new Trustees to join us in 2024. The Trustee role is unpaid, voluntary and non-executive with ultimate responsibility for directing the affairs of DS Achieve, ensuring it is solvent, well-run and it delivers its objectives, as detailed in its Constitution. The Board of Trustees currently meets half termly with regular communication in between meetings, as needed.

The day to day management of the charity is carried out by our Head of Operations and Operations Manager. We currently have six other part time employees and regular volunteers to assist with activities and events.

We would particularly welcome someone with IT or fundraising experience to complement the skill set of the existing Trustees. A parent or carer or a sibling of a child or young person with Down Syndrome or another SEND condition would also be welcome. We are committed to equality and diversity and welcome applicants from all backgrounds. The most important criteria for becoming a Trustee is a commitment and desire to support our vision.

### **Role profile - Overall Trustee responsibilities**

- Oversee the affairs of the organisation and ensure DS Achieve complies with:
  - its governing document
  - charity law
  - any other relevant legislation and regulations
- Act in the best interests of the charity and its beneficiaries at all times.
- Ensure DS Achieve pursues its objects and applies its resources accordingly as set out in the Constitution.
- Ensure DS Achieve's policies and practices are in keeping with its objects and vision.
- Contribute actively to the Board giving strategic direction, setting policy and evaluating progress.



- Use specific experience, knowledge and skills to help the Board of Trustees reach sound decisions.
- Demonstrate independent, effective decision making.
- Ensure the financial stability of the organisation.
- Adhere to the Trustee Code of Conduct and pursue best practice.
- Attend half-termly Trustee meetings and undertake training as required to fulfil the Trustee role.
- Attend and contribute to bi-annual Strategy meetings.

NB. Pre-Authorised expenses and training costs related to the Trustee role will be reimbursed.

### **Qualities**

- Commitment to DS Achieve, and a willingness to devote the necessary time and effort. Previous trustee experience is useful but not essential; training will be provided as necessary.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Strategic vision and sound judgement.
- Excellent communicator, both written and orally.
- Confident with the use of technology (Google Suite) or a willingness to learn.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Passion and/or interest in working with people with Down Syndrome and their families.

To apply, please send a relevant CV to [info@dsachieve.org](mailto:info@dsachieve.org) .

For further information or to discuss any aspects of the role please contact Gillian Warwick-Thompson, Chair of Trustees either by email as above or by phone 07826 086511.

Please note that successful candidates will be subject to Disclosure and Barring Service (DBS) and reference checks prior to formal appointment as a Trustee.