



Trustee job description

Key responsibilities

1. To ensure that Sibs is acting within the law and in accordance with its constitution
2. To ensure that funds for Sibs are being used for the benefit of Sibs users and that Sibs finances are healthy and are being managed properly
3. To contribute to Sibs' strategy and to ensure that Sibs' activities are in line with its strategy
4. To provide guidance, advice and support to Sibs' Chief Executive

Main duties

1. To contribute to Sibs business planning
2. To review and approve Sibs' annual budget
3. To review the performance of the Chief Executive in achieving Sibs' goals
4. To attend Sibs trustee meetings four times a year in Leeds/London, to participate in occasional phone conferences, and attend one or two longer planning days.
5. To attend a Sibs conference, training day or event once a year
6. To participate in the recruitment of key staff
7. To network with contacts to attract funds, resources and expertise to Sibs
8. To be a spokesperson for Sibs in line with Sibs' key messages

Trustee requirements and skills

1. You must be passionate about supporting siblings and espouse the values and philosophy of Sibs
2. Ability to make effective decisions with other trustees
3. Ability to communicate clearly with other trustees
4. Ability to use time efficiently in trustee meetings
5. Experience in one of the following: campaigning, fundraising, research, sibling service provision, marketing, media, legal, policy, finance

The role is subject to an enhanced DBS check and to Sibs' policies including equal opportunities, safeguarding children and adults at risk, and environmental.