

Shine21 Chair of Trustee's



About Shine21

Shine21 is a registered charity based in North Yorkshire. We support families with a child aged 0-6 who has Down Syndrome. Our main aim is to empower the parents to help their little stars shine.

Shine21 has grown significantly since it was established in September 2020. The growth in families and support needed has resulted in us reviewing our structure, mission and future services we can provide. To help support our future we are looking for new Chair of Trustees to join our team.

Purpose

Lead the board of Trustee's and the organisation to ensure that all its activities enable the charity to meet its ethos and objectives. Working closely with the Charity Manager to enhance the charity and offer leading support and charity.

Requirements of the role

- Plan and prepare the Board of Trustee's meetings and the AGM.
- Chair the Board of Trustee meetings ensuring decisions and actions are recorded and dealt with accordingly.
- Ensure the compliance of the Charity Commission guidance for Trustees and the charities constitution.
- To supervise the Charity Manager.
- Actively work with the other Trustees and Charity Manager to review and implement the Charities services and success.
- Responsible for appointing new trustees where necessary.
- Liaising with the Charity Manager to write and submit the annual report and accounts.
- Oversee the financial status of the charity ensuring it is financially viable and sign off annual accounts.
- All Trustees must complete the NSPCC Trustee Safeguarding training (funded by Shine21)
- All Shine21 Trustee roles are subject to enhanced DBS disclosure and successful post holders will be required to disclose any relevant criminal history.
- Be an ambassador for the charity, raising the profile of the charity and awareness about Down Syndrome.

Person specification

- Passionate about promoting positive awareness regarding Down Syndrome and the Shine21's mission and objectives.
- Ability to chair Trustee monthly meetings.
- Willingness to devote the necessary time and effort to make a difference.
- Ability to challenge, interrogate financial data and provide support to the management team
- Willingness to work collectively as part of a group with the Charity Manager and other Trustees.
- Ability to work in accordance with Shine21 policy documents.
- Access to your own PC.
- Commit to 2-4 hours a week which is flexible around your availability.
- Experience of working within a charity management role is desirable.
- Knowledge of charity commission requirements and statutory duties would be beneficial.