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## **Vacancy for Trustee**

We are looking to diversify the representation on our Board and have a vacancy for a new Trustee to join our small charity.

The communities we serve are diverse and we aim for our team to reflect those communities. We particularly encourage Trustee applications from people with disabilities and people who identify as trans and non-binary, who are currently under-represented within our Board.

All applications will be considered solely on merit. As such, we redact details that may identify any protected characteristics or educational establishments on applications.

**This role gives the opportunity to make a difference. The successful candidate will gain experience and skills at board level and the opportunity to network. They will gain personal development in decision making skills/evaluating applications.**

### **Organisation**

The Talbot Trusts is a grant-making registered charity which distributes funds to support health-related charitable work for Sheffield residents (and the surrounding areas), who cannot get funding from other sources such as statutory funding. We primarily fund registered charities but are willing to make grants to other types of not-for-profit organisations, such as Community Interest Companies (CICs) or constituted community groups if they can explain how they would use our funding for charitable purposes.

We are keen to receive applications from organisations who represent the following groups:

Adults and children who are living with a physical or learning disability

People living with a mental health condition

Elderly people struggling with social/physical isolation

People living with Cancer

Black and Minoritised Communities

Our current funding strategy focusses on: Food Poverty, Mental Health, Domestic Abuse, Housing Debt and Homelessness.

## **Role**

We welcome applicants who are familiar with the Sheffield and surrounding areas and have a real interest and understanding of the issues faced by the people who are living with the conditions, mentioned above.

We are looking for someone to actively participate in the Board meetings and show a real commitment to ensure our funds are used to maximise the benefit of the people in the above groups. The role involves assessment of grant applications and whether they align with our objectives.

There will also be a requirement to contact local organisations either to discuss grant applications or to reach out to organisations that we have not funded before, who may be able to benefit from completing an application. This could be via phone, Zoom/MS Teams or visit, when permissible)

## **Time Commitment**

We meet approximately 6-8 times a year. Meetings are currently held via MS Teams but prior to this in Darnall between 4pm and 6pm on a weekday.

Approximate time commitment (per annum):

- 2 x meetings (2 x hrs each) - to agree grant application funding
- 4 x meetings (1 x hour each) - to discuss and agree strategy and policies etc.
- Adhoc visits/calls to local organisations (2-4 hours)

## **Skills Required/Desirable Attributes**

Good communication skills  
Ability to evaluate & reviewing bids  
Compassion

Negotiating skills  
Decision making skills  
Good listener

## **Requirements prior to appointment**

Prior to confirmation of appointment, we will require proof of identity and a signed declaration that candidates have not been disqualified from acting as a Trustee. The following two documents will need to be signed:

- Declaration of interest
- Trustee declaration will need to be signed.

## **Expenses**

Travel Expenses will be covered (when necessary)

### **How to Apply**

In the first instance, send an email for the attention of Gill Newman (Clerk to the Trustees) to the address above. Please give details of any relevant experience and your reason for applying. We will contact you for an informal chat and interview. If you have any questions or want to find out more about the post, please call the telephone number above.

### **Deadline for Applications**

The deadline for applications is 15<sup>th</sup> September.