

Appendix D

JOB DESCRIPTION & PERSON SPECIFICATION

Job title: Trustee

The Support Organisation for Trisomy 13 and 18 UK (“SOFT UK” of “the Charity”) is a not for profit charitable organisation structured as a charitable trust for the purposes of providing organisational support to those with first hand experience of Trisomy 13/18 and other related disorders. The Board of Trustees (“the Board”) comprises the legal directors of the Trust.

The Board is responsible for the overall governance and strategic direction of the Charity and for developing its aims, objectives and goals in accordance with the Trust’s Deed. The Board is further responsible for ensuring that in all its decision-making, the needs of the whole organisation remain its overriding concern.

The Board also has a responsibility for ensuring that SOFT UK’s stakeholders are properly represented in the decision-making process. Stakeholders include: children and families, supporters, SOFT UK volunteers, donors, and any associated community organisations or other affiliated charities.

Trustee Responsibilities:

- To ensure that SOFT UK and its representatives operate within all legal and regulatory requirements.
- To determine the overall direction and development of SOFT UK through good governance and clear strategic planning.
- To take appropriate advice in all matters where there may be a material risk to the Charity.
- To manage and use the resources of SOFT UK so as to optimise its potential.
- To ensure that robust systems are in place for internal financial control and the protection of the Charity’s funds and assets.
- To undergo an induction upon appointment and ongoing training to remain alert to the duties and responsibilities of a trustee and the environment in which SOFT UK operates.
- To avoid any personal conflict of interest.

- To maintain absolute confidentiality about all aspects of the trustees' business, bearing in mind the over-riding legal obligations placed upon trustees.

Person Specification

Personal qualities required:

Empathy
Sensitivity
Gravitas
Enthusiasm
Committment

Knowledge/previous experience:

Relevant skills and experience to the work of SOFT UK
Professional/managerial qualification (desirable)
Previous experience at Board or Senior Management position (desirable)
Understanding of financial management
Understand of the workings of a charity and charity law (desirable)

Other relevant skills:

Understanding of risk management
Knowledge of Trisomy 13/18

June 2011