

Chairperson Spout Yard Park Trust role description

Role title	Chairperson
Purpose of the role	To chair the Board of Trustees at Spout Yard Management Trust and to work with the Board of Trustees to deliver the Board's and the community's vision for the park and gallery.
What you will be doing	<ul style="list-style-type: none"> • Chair regular meetings, including monthly meetings and the AGM. Planning the meetings and setting the agenda plus facilitating the meetings to allow the board to reach decisions. • Ensure that decisions made by the board are implemented. • Carry out any activities that are required relating to the day to day running of the Park and the Gallery (banking, liaison, discussion, sourcing resources, funding bids, communicating with other Trustees and Volunteers, working with local organisations) • Carry out activities to ensure the Board of Trustees are compliant with legislation relating to Companies House and the Charity Commission • Support the other Trustees at events and activities • Develop the profile and local awareness of the park throughout the town. • Be the 'face' of the park to the public and to volunteers. • Liaison with local organisations: ranging from schools, to the Police to wildlife groups and local charities.

<p>Skills, experience and qualities needed</p>	<p>Previous experience in a similar role desirable but not essential Previous experience working at a level of responsibility within an organisation Commitment towards the Management Trusts' aims and objectives for the park and the gallery Excellent communication skills Ability to lead and motivate a team of Trustees and Volunteers</p> <p>The following skills / areas of expertise are desirable:</p> <p>Chairing meetings Budgeting Financial Fundraising Networking and public speaking Organising events Policy making Legal awareness Strategic / operational planning and setting targets Supporting and supervising volunteers Monitoring and evaluation of activities and projects</p>
<p>When and where</p>	<p>Roughly 8 hours per week but this can vary depending on time of year and level of activity (currently we are much more busy in the summer months – April to October). However, there is still plenty to do (strategic planning and bid writing) in the quieter winter months.</p> <p>The majority of the work will take place from home with requirement to attend meetings at the Gallery and activities at the Park. Other locations will need to be attended from time to time, for example, when needing to support funding bids and attend meetings with other local organisations, or when sourcing equipment, etc.</p>
<p>Support offered</p>	<p>Induction to park, facilities and equipment Access to training (on-line) Use of park's equipment including greenhouse Discounted rates for use of the Gallery Free refreshments Mentoring from other organisations if required Trustee Team to delegate tasks to</p>

What you could get out of it?	A strong sense of being part of a lovely local community Social interaction Being part of a thriving community group Chance to share your knowledge and skills Knowledge and skill development
Other relevant information	Driving license and use of own transport desirable but not essential IT Literate Excellent communication skills
What to do if you're interested	For more information please see our website for details about what we do, our governing document and our current policies. To apply, please send a CV and covering letter to: www.spoutyardpark.org.uk

