



## **Trustee Role Description**

### Introduction

The Patchworking Garden Project is a volunteer run charity supporting volunteers with a wide variety of physical and mental health needs through gardening, crafting and friendship. We have a strong identity within the local community and are known for increasing the wellbeing of those we support by valuing everyone's contribution unreservedly, enhancing self-confidence and encouraging, where appropriate, progression to other activities.

Under the charity we also run The Patchworking Academy which offers the opportunity to gain an internationally recognised City & Guilds qualification in Practical Horticulture Skills. The Academy seeks to address inclusion via employment-ready qualifications for adults facing challenging circumstances. Under the guidance of experienced and highly qualified therapeutic horticulture tutors, learners work at their own pace with a small group of other interested learners.

The Charity is run entirely volunteers and those whom we support are supported volunteers. Our trustees are also volunteers. Training and support for Trustees is available.

All our support volunteers are expected to live our values of 'be kind, be gentle, be non-judgmental and non-intrusive' and follow our guidelines for maintaining a safe, fun and welcoming space:

- Operate with integrity – be honest, loyal and fair to each other
- Strive to be good at what we do – focussing on our supported volunteers at all times, attending training sessions and aiming for continuous improvement
- Accountability and responsibility – if you say you'll do something, do it! Take responsibility if it doesn't go so well and sort it out!
- Communicate gently but clearly – listening, offer support and feedback, build supportive relationships, influencing positively
- Collaborate – be a team worker, muck in and contribute, be flexible and creative

### Principle Responsibilities

As a charity, the Patchworking Garden Project has a Board of Trustees whose responsibilities include ensuring that the charity fulfills its objectives and that money raised is not misused. .

A Trustee has three main responsibilities:

1. Fiduciary - to hold the organisation in trust and ensure public confidence in all our activities
2. Strategy - to determine the overall strategic direction of the organisation
3. Critical friend - to provide both challenge and support to the leadership team

The duties of a PGP Trustee are:

- To ensure the charity pursues its charitable objects as defined in its governing document and specifically supports the communities and individuals it was set up for
- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that the charity uses its resources exclusively in pursuit of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To give firm strategic direction to the organisation, setting overall policy, defining long term goals and evaluating performance against agreed targets
- To act reasonably and prudently
- To act collectively and in the best interests of the charity at all times
- To safeguard the good name and values of the charity
- To network appropriately to maintain the profile of the charity
- To ensure the effective and efficient administration of the charity
- To ensure financial stability of the charity
- To protect and manage the property used by the charity
- In addition to the above statutory duties of all Trustees, each Trustee should use any specific knowledge or experience to help the Board reach sound decisions. This will involve leading discussions, focusing on key issues and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the charity's work in which the Trustee has special expertise.

### **Person Specification**

The Nolan Committee believes that all those in public life should adhere to the following seven principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

In addition, every Trustee must have:

- A commitment to the work of the charity
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their role as a Trustee
- Strategic vision
- Sound, independent judgment
- An ability to think creatively
- The courage and willingness to speak their mind
- An ability to work effectively as a member of a team

### **Commitment to the Charity**

Trustees are appointed for a term of three years and a second term of three years can be agreed.

Trustees meet four times each year, generally in an evening. There is usually an away day once every year and an Annual General Meeting.

Trustees will also be invited to attend a range of other events arranged by the charity including fundraising event. It is hoped that every Trustees will be able to attend some of these across a year.

Trustees are expected to attend all main Board Meetings. Trustees who fail to attend meetings on a regular basis will be asked to step down from the Board.

Between Board Meetings there is often other charity business to attend to, but this will generally be dealt with my phone and email. Prompt consideration of necessary issues is expected.

In addition Trustees are expected to work on an ad hoc basis with the leadership team when their expertise would be helpful.

As a whole the Board of Trustees needs skills and experience in the following areas:

1. Mental Health
2. Financial management/Treasurer
3. Fundraising/Media and public relations
4. People management/HR
5. Adult Education

#### **This is the ask for Mental Health**

<b>Responsibilities</b>	<b>Tasks</b>
Supported Volunteers	<ol style="list-style-type: none"><li>1. Support the project lead in assessing referrals to the project and give advice about supporting individuals who present with a range of MH needs</li><li>2. Support the process for the appropriate moving on of supported volunteers</li></ol>
Support Volunteers	Support the lead for Support Volunteers with advice on MH training, offering debriefing and advice for Support Volunteers
Adult Safeguarding	Work with the PGP Leadership team and HR Trustee to implement our Safeguarding Policy

**Skills and experience required:** We are seeking a Mental Health professional e.g. a doctor, psychiatric nurse, Occupational Therapist, mental health Social Worker etc. Preferably someone with a broad range of experience in primary and secondary care, and the support required by individuals with a variety of MH needs.