



Dumfries & Galloway

**ADVOCACY SERVICE**

*Delivering Advocacy in the Region since 1993*

## Trustee Role Profile

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The role of a Trustee is to ensure that Dumfries and Galloway Advocacy Service fulfils its duty to its beneficiaries and delivers on our objectives, mission statement, principles, and standards.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory requirements.

All trustees should be aware of and understand their individual and collective responsibilities and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### **We are looking for individuals who can:**

- strongly empathise with our mission to deliver independent advocacy.
- commit to the organisation and bring a willingness to devote the necessary time and effort to gain knowledge of advocacy and the service
- be constructive and are not afraid to make unpopular recommendations to the board, and have a willingness to speak their mind
- bring a willingness to be available for advice and enquiries on an ad hoc basis
- bring independent judgement and strategic vision
- bring an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- work effectively as a member of a team
- understand the respective roles of the Chair, Trustees and Chief Executive
- adhere to the principles, standards and statutory duties of a Trustee
- respect and adhere to confidentiality.

Being a Trustee helps shape the direction of Dumfries and Galloway Advocacy Service, it is rewarding and can provide development opportunities for those who may not have been part of a Board before. The role comes with a level of responsibility, and the following principles, standards and statutory duties are a core feature of the role:-

### **Principles and Standards:**

- Our mission, vision, and values
- The principles and standards for independent advocacy
- Agreements with funders and purchasers
- Policies and procedures that apply to the delivery of our services
- The Law
- Commitment to promoting equality and diversity
- OSCR (Office for Scottish Charities Regulation) Registration
- Suitable organisational accreditation schemes
- Ensure behaviours are in keeping with our values and professional reputation.

## **The statutory duties of a Trustee are:**

- To ensure the organisation complies with its governing document – known as our Articles and Memorandums
- To ensure that the organisation pursues its objectives as defined in its governing document
- To contribute actively to the Board of Trustees in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation and make effective decisions
- To protect and manage the intellectual property of the organisation and to ensure the proper investment of the organisation's funds
- To appoint the Chief Executive Officer and monitor their performance

In addition, along with other Trustees, you will hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the charity's governance is of the highest possible standard

As well as the various statutory duties, any Trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

This profile provides an indication of what is involved and is not exhaustive.

## **Skills, Knowledge and Experience**

We recognise that in order to be a diverse board of Trustees we need a diverse range of skills and experience, and if you have **any** of the following, then the role could be for you:-

- Lived experience – e.g. someone who has either used advocacy or supported someone who has accessed advocacy or a similar service.
- Finance/Law/Audit/Risk Management/Monitoring & Evaluation
- Investment/IT/Marketing/Social Media
- Income Generation/Fundraising/Strategic Planning
- Governance/Human Resources/Organisational Development

Along with any of the above, the following would be desirable:

- Operating within a board in a charitable, public sector or commercial organisation
- Experience in building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- Sound judgement
- Impartiality & fairness
- Experience of Independent Advocacy, Health & Social Care and/or Third Sector or have Lived Experience
- Commercial Acumen/Relationship Management/Social Entrepreneur

## **Further information**

Dumfries and Galloway Advocacy Service is a Registered Charity and Company Limited by Guarantee.

## **Mission Statement**

To be a high-quality, influential independent advocacy provider and model of good practice.

## **Vision**

Ensure that all eligible clients have equitable access to our services.

## **Values**

- Person centred
- Independent
- Empowering
- Ethical
- Listening
- Learning
- Respectful
- Empathic
- Caring

The role of the Trustee is not accompanied by any financial remuneration, although reasonable out-of-pocket expenses will be reimbursed.

**Time commitment:** Approximately 4 Board meetings per year as well as any other Sub-Committees of which you are a member and Workshops. Attending events and reading and preparing paperwork.

**Reporting to:** The Board of Trustees and Chief Executive/Company Secretary

If you would like further information about this role or wish to apply, please contact Pamela Deans, Chief Executive, on 01387 247237 or email: [pamela.deans@dgadvocacy.co.uk](mailto:pamela.deans@dgadvocacy.co.uk)  
Head Office – Hestan House, Crichton Business Park, Bankend Road, Dumfries, DG1 4TA.

[www.dgadvocacy.co.uk](http://www.dgadvocacy.co.uk)



t: **01387 247 237** • e: [info@dgadvocacy.co.uk](mailto:info@dgadvocacy.co.uk)

Hestan House, Crichton Business Park, Bankend Road, Dumfries DG1 4TA

Scottish Charity No. SC036075 • Limited Company No. 275168