

Trustee Information

At Mid Norfolk Mencap we are passionate about supporting people with learning disabilities and their families. Enabling people to live independently, person-centred care is at the heart of what we do.

Our mission is to support and enable the people who use our services to lead fulfilling lives, to be involved in their local wider community, and to have access to the same opportunities as all members of society.

Mid Norfolk Mencap was established since 1977, and every year we provide residential living, social opportunities, and specialised Community Outreach support for more than 100 people with a learning disability in Norfolk. However, with around 16,500 adults in Norfolk with a learning disability, we know we can do so much more.

This is an exciting time for us as we work to grow and strengthen our services. As a trustee you will play a vital role in helping us deliver a stronger and more sustainable organisation for the benefit of our service users, their families, and for the staff who work to deliver those services.

Position: Trustee

Location: Trustee Board meetings and many of our charity's activities take place in Dereham. In addition, some work may be required remotely using Zoom/ Teams, or in other parts of Norfolk from time to time.

Salary: This position is unpaid but reasonable expenses may be paid.

Responsibilities

This role is suited to candidates who can demonstrate professional or skills-based knowledge of benefit to the charity. We would particularly welcome applications from people with experience in the third sector, PR, fundraising, governance, risk management, management and law, and accountancy.

This job is for you if:

- You have a proven track record of integrity and respect for confidential and proprietary information.
- You are a keen and respectful listener who can empathise and respectfully challenge.
- You have a commitment to the charity, are approachable for our service users, and are enthused for its vision, mission and aims.
- You understand and accept the legal duties, responsibilities, and liabilities of trusteeship.
- You are willing to devote the necessary time and effort to their duties as a trustee (c. 2 – 3 hours per week depending on your role and any specific responsibilities within the Board).
- You are willing to participate in frank and open discussion and can work effectively as a member of a team.
- You can analyse proposals and their consequences, have a good level of competence with IT.
- You are willing to be available to provide guidance to the senior management team on an ad hoc basis.

Training

You will be given a basic induction to the charity and opportunities to meet with the senior management team. We also strongly encourage trustees to spend time participating in our services delivery, getting to know our staff and volunteers – and most importantly, our beneficiaries. We will customise a training and familiarisation package for the successful candidate based on prior knowledge and experience.

Our Recruitment Process

Excellence is important to us, and we know that being a trustee is a great commitment, so it must be right for both the organisation and for you. Our recruitment process typically includes:

- Two interviews, providing the opportunity for you to meet with at least two existing trustees.
- An invitation to attend the Mid Norfolk Mencap head office and residential home, meeting some of our service users and staff.
- An informal meeting with a member of our senior management team
- Dedicated email/phone support for any queries or concerns

Our recruitment process is designed to facilitate a two-way dialogue. We recognise that you need to be as comfortable with us and our operating model as we are with you. Our commitment throughout, is to be open, transparent and to give you as much information as we possibly can so that you can be sure you are making an informed choice to volunteer as a trustee with us.

We look forward to meeting you!