**Discover Children’s Story Centre Trustees Role**

In the role of a Trustee you will work in partnership with other Board members to support the Chief Executive and the management team to achieve the delivery of the organisation’s strategic framework, ‘Stories For All’, through participation in Board meetings and advice to the staff team.

Board meetings take place 4 – 5 times per year both in person and online, with brief papers provided in the preceding week. It is important that Board members are able to visit the venue and be available to staff members on an occasional basis. On average the time commitment is between two to three hours per month. Trustees can take on roles such as Board Safeguarding lead or support specific projects which vary in terms of time commitment but usually no more than twelve hours across the year.

You will be an important advocate for Discover and support the organisation with engaging with a wide range of partners and stakeholders, from parents to corporates, authors and illustrators, councils, educationalists, press, creatives, teachers and funders.

Trustees are asked to commit to the five key principles with which Discover operates:

* Put children first
* Create the extraordinary
* Keep growing our accessibility and inclusivity
* Play our part in protecting our planet
* Ensure our organisation is well run.

**Main responsibilities**

* Attend the annual cycle of the Board meetings and other topic specific sessions that may be required through the year.
* Contribute to the Board focus on strategic planning, review and monitoring of decisions delegated to management.
* Maintain a clear grasp of the charity’s financial position, charitable and commercial objectives.
* Ensure that the work of the charity has maximum impact for its beneficiaries.
* Support the development needs of the Board as a whole with a view to enhancing its effectiveness including self-reflective evaluation of contributions.
* Help to identify, recruit and support new Trustees as required
* In participation with other Board members, appoint the CEO and lead the process of appraising and constructively guiding the performance of the CEO.
* Liaise with the Executive on matters of strategy, governance, finance and HR, establishing and maintaining a strong and effective working relationship with other staff as required.
* Represent the organisation at appropriate events, meetings or functions.
* Support the organisation in fostering relations with potential partners and potential funders/donors.
* Act as final stage adjudicator for disciplinary and grievance procedures if required.
* Undertake review of external complaints as defined by the complaints procedure.
* Monitor adherence to key policies e.g. Equal Opportunities, Health & Safety, and in all decisions and discussions of the Board and its sub-committees.

**Essential Qualities of a Board Member**

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and respect for the confidences of colleagues.
* Balancing tact and diplomacy with willingness to challenge and provide feedback constructively.

**Appointment Terms**

This is a voluntary, unremunerated post.

**Application Process**

If you would like an informal chat prior to submitting an application please contact Livvy Brinson, Development and Delivery Director at livvy.brinson@discover.org.uk who will be able to arrange a time for you to talk to a serving Board member or visit the centre.

To apply, candidates are invited to send their CV and a covering letter of no more than two sides of A4 to recruitment@discover.org.uk.

We would also ask you to complete the Equality and Diversity Monitoring Form that is available on the website. This is to help us monitor and analyse our recruitment process and does not form any part of the application.

* Closing date for applications: Tuesday 7th January
* Date for interviews: w/c 20 January