**Amaze Trustee Application Pack**

Closing date: 3rd April 2024

**Advert:**

**Amaze is seeking new Trustees**

Amaze is a Sussex-wide charity offering a range of information, advice and support services to children and young people with additional needs, and their families.

We are seeking up to three new people living or working in Sussex to join our Board of Trustees to help ensure we make the best possible use of our funding to help families and to provide leadership around Amaze’s ongoing strategic development.

We particularly welcome applications from:

* young people aged 18-30 with lived experience of SEND
* people with experience in finance
* people with experience in data and/or performance analysis.

This is a voluntary (unpaid) role, requiring you to attend a minimum of 5 meetings a year and contribute between meetings (usually around ½ day a month). We can pay travel and childcare expenses. The meetings usually take place within working hours.

To find out more, or express an interest, please see [www.amazesussex.org.uk/news](https://amazesussex.org.uk/news/) or email Sally Polanski, CEO on [sallyp@amazesussex.org.uk](mailto:sallyp@amazesussex.org.uk) or 01273 234020.

**Process:**

Please apply at this link **by the end of the day on Wednesday 3rd April 2024.** We will contact you if we would like to discuss your application or invite you to an interview. Please let us know if you need any help, or reasonable adjustments, to help you apply.

You can find out more about Amaze at [www.amazesussex.org.uk](http://www.amazesussex.org.uk)

To have an informal chat about this role and what it would entail please contact Sally Polanski, CEO on [sallyp@amazesussex.org.uk](mailto:sallyp@amazesussex.org.uk) or 01273 234020.

**About Amaze**

Amaze is a charity that supports families with children and young people with special educational needs and disabilities (SEND) in Brighton & Hove and East Sussex. We offer:

* information and advice about education, benefits, social care and other SEND issues
* regular social and support groups for parent carers and young people up to 25
* the Compass leisure discount card for families with disabled children in Brighton & Hove
* signposting and training for families with children on the neurodevelopmental pathway for conditions such as autism and ADHD

We also work closely with local parent carer forums and young disabled people to represent their views and concerns to those who manage health and disability services.

**Our mission**

Parent carers, children and young people with special educational needs and disabilities are informed and supported to build their resilience, achieve positive outcomes and ensure their voices are heard.

**Our vision**

A world where families with children and young people with special educational needs and disabilities are valued, included in their community and supported to thrive.

**Our values**

Listening is at the heart of all we do – on our advice line, in our benefits advice and peer support work, and also in the way we plan and develop our services according to what families tell us they need. The word itself captures our values perfectly.

* **L**ocal and living it - we are local people who know our area and understand how to support families in our area. Many of our staff, volunteers and trustees are carers or are disabled.
* **I**ndependent and impartial - we are an independent charity and any information or advice we provide about services is impartial.
* **S**upportive - we support everybody we can; making the best of our resources, developing peer support and being more hands-on for those that need it most.
* **T**ogether - the needs of disabled children and young people and their families are at the heart of all that we do. We work together with families and SEND professionals, to plan, develop and improve services.
* **E**mpowering - we empower disabled children and young people and their parent carers by building their confidence, knowledge, skills and resilience.
* **N**on-judgemental - we listen and offer advice without criticism, prejudice or judgement.

**Amaze Trustee Role Description and Person Specification**

**Role description**

The Board of Trustees has, and must accept responsibility for, directing the affairs of Amaze, ensuring it is solvent and well managed, and that it acts within its charitable ‘objects’.

Trustees are expected to support the strategic direction of Amaze but are not expected to be involved in day-to-day operational considerations.

The following role description should be read in conjunction with the Duties and Responsibilities of a Trustee details of which can be found on the Charity Commission website under "The Essential Trustee" see <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Some people may be disqualified from becoming a charity trustee. You can check these reasons here: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

**As a member of the Board of Trustees:**

1. To agree and regularly monitor Amaze’s strategic direction, ensuring that the strategy will deliver on the organisation’s charitable aims and objectives.
2. To ensure that Amaze functions within the legal, charitable and financial requirements set by statutory and regulatory authorities and that it strives to identify and achieve best practice in the management of these areas.
3. To agree policies and ensure the implementation of those policies.
4. To ensure the effective and efficient administration of Amaze by defining goals and evaluating performance against agreed outcomes.
5. To ensure the financial stability of the organisation and the proper investment and use of funds in accordance with Amaze’s stated aims and objectives and relevant legislation.
6. To appoint the Amaze Chief Executive Officer and undertake appropriate performance management.
7. To act in the best interests of Amaze as a whole.

**As a Trustee**:

1. To attend and fully contribute to Management Committee meetings
2. To use any specific skills, knowledge and experience to help the Board of Trustees reach sound decisions. This will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience.
3. To sit on and fully contribute to one of the Amaze Sub-Committees: Finance and Fundraising or Personnel or support a time-limited project group such as Strategy Development, if their particular skills or experiences are required (e.g. ad hoc strategic development).
4. To participate in Trustee and Chair appraisal processes, including giving and receiving feedback and conducting Trustee exit interviews.
5. To actively seek opportunities to improve individual performance as a Trustee of Amaze.
6. To attend an induction to the organisation and role.
7. To keep up to date with the governance guidance and good practice such as <https://www.charitygovernancecode.org/en>
8. To attend information briefings or training events relevant to the role, if necessary.
9. As trustee of a charity that works with children, you will be asked to have a DBS check
10. Whilst the role is unpaid, to claim reasonable expenses - payable in line with Amaze’s standard expenses policy e.g. travel, childcare.
11. To safeguard the good name and of the organisation and actively demonstrate adherence to Amaze’s values.

**Meetings**

Management Committee meetings take place every 3 months. The dates for our 2024 meetings are:

* Wednesday 15th May, 10am (in person)
* Wednesday 17th July, 10am (virtual)
* Wednesday 20th November, 10am (in person)

Sub-committees also usually meet every 3 months but can sometimes be more ad-hoc. The time and location of meetings may change as the location and availability of trustees changes over time. Trustees may also hold an away day.

**Person specification**

Amaze commits to having at least one third of trustee positions held by parent carers and the remainder will bring a range of experience, knowledge, skills and abilities. This will include some professionals who have experience or understanding from working in the field of children’s health and disability, or special educational needs.

Members of Amaze’s Board of Trustees will require:

* A commitment to the vision, values, aims and objectives of Amaze and to promoting the interests of children and young people with special educational needs and disabilities and their families.
* A willingness to devote time and effort to the work of the Board and the capacity to (prepare for and) attend regular meetings and contribute to the work in between meetings, e.g. via email.
* The ability to exercise sound and independent judgement while working effectively as a member of a team.
* To be over the age 16 or over
* A demonstrable understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an appreciation of the personal implications.
* A demonstrable commitment to the seven principles outlined in the charity code: organisational purpose, leadership, integrity, decision making/risk/control, board effectiveness, diversity, openness & accountability – see <https://www.charitygovernancecode.org/en/front-page>
* The specific skills and experience that are required by the Board to ensure that, collectively, it has the breadth and depth of expertise it needs to fulfil its governance and oversight role. These include:

|  |  |
| --- | --- |
| **Experience, Knowledge And Understanding** | **Skills and Abilities** |
| Lived experience of having, or caring for someone with, a disability or additional need | Championing the rights of children and families |
| SEND support and services | Being a trustee or committee member |
| Co production and service user involvement | Building partnerships |
| Commerce and business development | Chairing meetings |
| Community and voluntary sector | Change management |
| Digital technology | Communication |
| Education sector | Creative thinking |
| Equal opportunities and diversity | Customer care |
| Finance | Effective Listening |
| Fundraising and income generation | Evaluation and priority setting |
| Governance | Facilitating |
| Health sector | Influencing |
| HR, recruitment and people management | Leadership |
| Information, advice and support services | Negotiation and consensus building |
| IT/systems | Representation |
| Legal and risk management | Team working |
| Marketing, publicity, PR |  |
| Monitoring and impact evaluation |  |
| Quality assurance |  |
| SEND law |  |
| Social Care sector |  |
| Social Media |  |
| Strategic Planning |  |
| Working with volunteers |  |
| Working with young people |  |

**Support available**

We are aware that taking on a trusteeship can be a daunting experience. Trustees will be taken through their responsibilities and supported by the CEO and Chair to understand and develop in their trustee role.

A full trustee induction is provided for new trustees, including:

* 1:1 meeting with Chief Executive / Chair
* Induction pack
* Participation in relevant training courses
* The opportunity to have a trustee mentor

Trustees are encouraged and supported to develop their skills, knowledge and understanding. An annual audit of skills, knowledge and understanding is also used to identify any gaps and to recruit to vacancies on the Board.

Trustees’ out of pocket expenses are reimbursed (including travel and childcare/caring costs) and learning / training costs are covered by the organisation’s training budget.

**Amaze Trustee Process**

Please upload your CV and covering letter to: <https://system.citrushr.com/Job?uid=gycngfjtpaehzeokuswt>

Please also include a covering letter in which you tell us about:

1. Why you want to be an Amaze trustee
2. Any lived experience you might bring to the role, eg you are a parent carer with a child(ren) with special education needs or disabilities and/or you have additional needs yourself
3. Which of the experience, knowledge, understanding, skills and abilities from the trustee role description you would offer to Amaze (detail as many as you think are relevant)
4. If you are not working at the moment, you may wish to tell us about how you are spending your time, eg your caring responsibilities or hobbies or interests you have
5. If you have a (professional) membership to any other organisation, group, or society, or if you are a director or trustee elsewhere

Please also include details of two referees. Please give their name, contact details and role/position (or the nature of the relationship if not professional e.g. you can put a friend or a committee member).

You will be asked to complete a separate Diversity Monitoring Form when you submit your application.

Please apply **by the end of the day on Wednesday 3rd April 2024.** We will contact you if we would like to discuss your application or invite you to an interview. Please let us know if you need any help, or reasonable adjustments, to help you apply.

You can find out more about Amaze at [www.amazesussex.org.uk](http://www.amazesussex.org.uk)

To have an informal chat about this role and what it would entail please contact Sally Polanski, CEO on [sallyp@amazesussex.org.uk](mailto:sallyp@amazesussex.org.uk) or 01273 234020.

**Finally, thank you for your application and interest in supporting Amaze.**