**Charity Trustee**

Job type: part time

Full job description:

**Do you want to help children with complex needs to enjoy all the experiences other children take for granted?**

Sparkle (South Wales) are currently recruiting two volunteer charity trustees to complement the existing committee members.

This is a home working role, with in person attendance at two committee meetings a year, and family events 3 times per year, in various locations around Gwent. Occasional attendance at fundraising events may also be required. Virtual attendance will be acceptable for the remaining 8 committee meetings.

**Our charity**

Sparkle supports children with disability or learning difficulties, and their families, across Gwent, South Wales. We run leisure activities for approximately 200 children/ young people six days a week, and employ Family Liaison Officers to support families through a range of services including advice, workshops, coffee mornings etc.

Our charity is made up of paid staff and volunteers, and we raise our income from grants and fundraising activities.

**The role**

This is a strategic role overseeing the effective governance, assurance, performance and development of the charity. Trustees form the committee, who hold ultimate responsibility for the charity, which is also a limited liability company.

Day to day operational matters are managed by our senior leadership team.

**As a trustee you will need to be:**

* Living within easy reach of our base in Newport, South Wales
* Able to make strategic decisions that are in the best interest of the charity.
* In a position to acknowledge emails within at least 48 hours.
* Able to give a minimum of 2 hours per week to the role, up to 4 hours as the role requires.
* Able to prepare for, attend and actively participate in committee meetings every five weeks (online with in person attendance minimum twice a year).
* Willing to represent the charity at fundraising/corporate events during the year.

**Trustee roles available**

We are looking for two individuals, one to help overseeing *operational* work within the charity, the skills for which would be:

* Background in children’s health, social care or education, or extensive personal experience of childhood disability.
* Experience of team working.
* Familiarity with leisure services for children.
* Familiarity with governance regarding provision of children’s activities.
* Good communicator.

Our second role will jointly oversee our fundraising and marketing responsibilities, and the key skills required are:

* Background in fundraising, sales or marketing.
* Local business network (desirable but not essential);
* Strategic and creative thinker.
* Attention to detail.

This is an exciting opportunity for someone who is passionate about helping every child to reach their full potential, and who has time to commit to our charity. As a children’s charity all interested individuals need to be sympathetic to our vision and mission statement (www.sparkleappeal.org). Given the nature of our work, all trustees will be required to have an enhanced Disclosure and Barring Service (DBS) check.

Please contact Carla Hopkins ([carla.hopkins@wales.nhs.uk](mailto:carla.hopkins@wales.nhs.uk)) outlining your reasons for applying to this position, with contact details, and we will be in touch.

Job type: part time (voluntary)

Part time hours: 2-4 per week

Work location: hybrid remote in Gwent, South Wales

Reference ID: Trustee