



Role:	Trustee
Position type:	Volunteer
Location:	Working from home

Duties and Responsibilities

As a Families Out Loud trustee, you will:

- be committed to the Purpose, Vision and Values of Families Out Loud.
- work with the other trustees to implement and deliver the charity's 5-year Strategic Plan.
- ensure the effective and efficient administration of the organisation.
- prepare for, and attend, trustee meetings.
- maintain confidentiality on sensitive and confidential information.

Person Specification

Experience	<p>We are looking for a trustee with engagement in at least one of the following areas:</p> <ul style="list-style-type: none"> • Fundraising / income generation • Leadership / management • Financial management/accounting • Admin/ data analysis/research • Recruitment & HR • Marketing, media & PR • IT & Digital communications • Board/committee experience • Risk management/governance
Knowledge	<ul style="list-style-type: none"> • An understanding of how addiction affects families • An understanding of our organisation
Skills	<p>As a trustee you will be able to demonstrate at least two of the following skills:</p> <ul style="list-style-type: none"> • Communication skills/relationship building • Problem solving • Excellent listening and writing skills • Team working and collective decision-making • Analytical/critical thinking • Organisation/admin skills
Personal Attributes	<ul style="list-style-type: none"> • Flexibility to engage in the operation of the charity • Ability to work as part of a team • A willingness to speak your mind • Good independent judgement

