



Trustee of Phab Nottingham – Request for Applications

About Phab Nottingham

Started in 2012, Phab Nottingham is a small charity based in Nottingham that organises fun activities, days out and residential trips for children and young adults with disabilities from the Nottingham area (our “Members”). Our vision is to achieve a community in Nottingham in which those with disabilities are able to achieve complete and equal inclusion. We work towards this by giving our Members opportunities to have experiences that they may not otherwise have the chance to do (whether that be for financial, logistical or other reasons). In the past we have run numerous events including trips to a fully accessible outdoor adventure centre, Alton Towers theme park and run sessions with Electric Umbrella (the world’s leading inclusive music community). We provide ~2000 care hours to our Members per year. During the COVID-19 pandemic we extended our services to run virtual events.

We support our Members (who number ~100) by partnering them with trained volunteers on a 1:1 basis who help them to fulfil their potential, whilst supporting them with those things that they may be less able to do. Our Members are primarily children between the ages of 13-18. We help them to build their independence, confidence and self-esteem in order to support their transition to adulthood. In doing so, we also provide their parents/carers with much needed respite, whilst equipping the wider community with the knowledge and skills to support those with disabilities.

The Charity is run by a Board of Trustees (currently 8) who oversee the work of the Management Committee (12). We are affiliated to [Phab England](#), who provide the charity with a small degree of financial support, though we operate entirely independently. We also work very closely with the University of Nottingham, which hosts a Students’ Union society that organises most of Phab Nottingham’s activities and constitutes the majority of its volunteer base (~100). We are financially supported by several grants, recently including BBC Children in Need and the National Lottery Fund, contributing to an annual income of £10k-£50K. You can find more details in our Annual Accounts [here](#). We pride ourselves on the fact that >90% of our funds go directly to frontline spend, with all our staff operating on an entirely voluntary basis.

If you’d like to see some photos from recent events or to find out more about the charity then please feel free to take a look at our [website](#).

Role Specification

We are seeking a Trustee that, first and foremost, shares our passion for Phab Nottingham’s vision and is keen to contribute to furthering it. Beyond that, we are looking for someone with the skills and experience to help us continue to expand the charity’s reach and maximize its impact. Being a small charity with no paid staff, we believe it is important for Trustees to get “stuck in” in order to stay connected with the grassroots of the charity. As such, candidates should be willing to take on executional activities from time-to-time including writing grant applications, reviewing proposals for future events, coaching volunteers and attending the occasional event in Nottingham. Candidates should of course be able to fulfil the [statutory obligations](#) of a Trustee including:

- Ensuring the Charity is carrying out its purposes for the public benefit;
- Complying with the Charity’s governing document and the law;
- Acting with the Charity’s best interests;
- Managing the Charity’s resources responsibly;



- Acting with reasonable care and skill; and
- Ensuring the Charity is accountable.

Person Specification

Candidates should have experience with people with disabilities, as defined below:

- **Disability awareness:** Understanding of the various ways in which people with disabilities may be disadvantaged and the support they require, either through professional experience e.g. as a medical professional, a teacher in a Special Needs school, or as a carer; or through working with another charity/voluntary organisation in the sector

Candidates should also have experience in at least one of the following areas:

- **Working with children:** Experience working with children in a professional capacity e.g. as a teacher or care worker
- **Volunteer growth:** Experience working with voluntary organisations and developing their recruitment and training capabilities
- **Fundraising:** Experience successfully applying for small charitable grants (up to £50K)
- **Event planning:** Experience planning and running complex events
- **Marketing & publicity:** Experience driving brand awareness amongst a narrowly-defined target audience
- **Third sector experience:** Experience in a management/Trustee role with another charity

Terms of Appointment

This role, like all others at Phab Nottingham, is unremunerated, but reasonable travel expenses will be reimbursed. All Trustees are volunteers and fulfil their roles alongside full-time jobs so we endeavour to keep the time commitment to a manageable level and easy to flex around work commitments. Currently the Board meets in-person quarterly for ~4 hours, and virtually every three weeks between these meetings for ~1 hour. Board members are expected to join at least one sub-Committee which typically meets (virtually) on a monthly basis for up to 1 hour. Outside of these meetings, the time commitment is approximately 1 hour per week on average; though varies throughout the year. Trustees are also expected to attend one event in Nottingham per year. The appointment is for an indefinite period, though we would ask candidates to only apply if they intend to remain for at least a two-year period. We are looking for a candidate who is able to assume the role as soon as possible.

Process

The selection process is being run in-house by Phab Nottingham. Please send a CV together with a cover letter of no more than one page outlining your motivation for applying for the role and the value you believe you will bring to the Board. Please send your application to trusteeapplications@phabnottingham.co.uk. The Trustees will review applications (CV and Cover Letter) on an ongoing basis, and schedule two follow-up interviews as required via video call. We will



Phab Nottingham
Charity No 1153383

aim to provide feedback to all candidates within 2 weeks of application. All successful candidates will be required to complete an enhanced DBS check in-line with the Charity's policies.