



Job Specification for a Volunteer Trustee

Hours: 4-5 meetings per year

Minimum term: 1 year

Salary: Unremunerated (voluntary role) with expenses paid.

About Traumaform

Traumaform CIC is a West Wales based non-profit organization specializing in therapies for trauma-related issues such as Complex Trauma and PTSD.

Traumaform CIC is expanding and is now looking to recruit trustees from a range of backgrounds to join our board of directors.

We are looking for compassionate, enthusiastic and committed people with a range of skills to support our organization in its ongoing development.

What is a trustee/director?

As a trustee for Traumaform, you will sit on our board of directors, which will meet 4-5 times annually.

You will have the opportunity to make decisions that will impact people's lives and make a real difference to those suffering from the effects of trauma.

Trustees are ultimately responsible for leading our non-profit organisation and deciding how it is run. They play a very important role in helping to develop Traumaform's work.

Trustees work closely with our employees, using their skills, experience and passion to help us to achieve our strategic aims. However, they are not involved in any of the day-to-day running of Traumaform and are not expected to undertake regular work outside of board meetings.

Trustees give their time on a voluntary basis. They are not paid fees, but they can claim reasonable expenses.

Why volunteer as a trustee for Traumaform?

Volunteering as a trustee can be very rewarding. It's a fantastic way to contribute to other people's well-being – to 'give something back' – but also to develop your own skills in a number of areas:

- Leadership
- Negotiating
- Strategic planning



- Organisation
- Networking

We particularly encourage applications from people who reflect those supported by Traumaform. For example, if you have lived experience of trauma, have mental health needs, or are perhaps a parent, relative or carer for somebody with mental health needs, we would love to hear from you.

Previous experience as a trustee is not necessary as training will be provided.

Traumaform Trustee Role Description

We are looking for people whose values align closely with those expressed in our mission statement, who are keen to take our work forwards by helping to guide the development of our organisation and provide strategic input.

This is a voluntary position, expenses will be paid, and Governance training will be provided. As trustee you will be attending our board meetings 5-6 times a year, which may be in person but can also be online.

Desirable:

One or more of the below:

- Accounting/financial experience
- A legal background
- An educational background
- Business management experience and skills
- Knowledge and experience of community engagement
- Lived experience of trauma and/or mental health
- Awareness and understanding of trauma
- Some understanding of symptoms of PTSD and Complex PTSD and their co-occurring disorders

Essential:

- A desire to make a difference
- Demonstrating passion for Traumaform's work
- Compassion for those suffering from the effects of trauma
- Commitment to attend board meetings either online or in-person
- Ability to work as part of a team
- A flexible, open approach
- An empathic and non-judgmental attitude



- Contributing to Traumaform's development through innovative and creative ideas

If you can spare the time, if you want to gain experience, if you want to contribute to community benefit, or expand your horizon and feel you have something to offer Traumaform as a trustee, you are welcome to get in touch.

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

To apply, please email your CV to Connie at enquiries@traumaform.hush.co.uk

The closing date for applications is **Monday 11th November 2024 at 5pm.**

Interviews will be held on Zoom between **Wednesday 13th November – Wednesday 21st November 2024.**

The first board meeting will be held on **Sunday 24th November 2024.** It is important that you can attend this meeting – if you wish to apply but are unable to attend, please make this clear when applying.