



<b>Role:</b>	Trustee
<b>Position type:</b>	Volunteer
<b>Location:</b>	Mainly working from home, with in-person attendance at quarterly board meetings in various locations around Wiltshire

### About the role

As a Families Out Loud (FOL) trustee, you will enjoy working as part of a team. You will have good independent judgement and be willing to speak your mind.

You will share our passion of supporting families affected by someone else's drug or alcohol use. Addiction, and the stigma which surrounds it, devastates lives and families. FOL is committed to helping clients to rebuild their lives, and to reducing stigma so that they can speak out, and speak freely.

### **Duties and responsibilities**

As a FOL trustee, you will:

- be committed to the Purpose, Vision and Values of Families Out Loud
- work with the board to implement and deliver the charity's 5-year Strategic Plan
- ensure compliance with charity law and other legal requirements
- understand and ensure all work is carried out for the public benefit, and within the charity's purpose as set out in the governing document
- make sure the charity's assets are used only to carry out or support its purposes
- review the charity's work on a regular basis
- prepare for, attend and participate in trustee meetings

## Person specification

We expect you to meet most of these criteria. However, we don't expect you to meet every point and welcome applicants with transferable skills and the ability to apply themselves in a new context:

**We are looking for a trustee with engagement in at least one of the following areas:**

- Fundraising/ income generation
- Financial management/ accounting
- Admin/ data analysis/ research
- Recruitment/ HR
- IT/ digital communications
- Board/ governance experience

## **Skills and knowledge**

- Strong interpersonal skills
- Excellent written and verbal communication skills
- Problem solving skills
- The ability to work as part of a team and make collective decisions
- Analytical/ critical thinking
- Organisational/ admin skills
- Have or gain an understanding of how addiction affects families