



## **JOB DESCRIPTION**

<b>POST TITLE</b>	Trustee – Safeguarding, Social Care & Teaching
<b>ISSUE DATE</b>	21/08/2023
<b>REPORTING TO</b>	Chairperson and Board of Trustees

### **Main Areas of Responsibility - Safeguarding, Social Care & Teaching**

- To be available for the Project Board to support CEO's with your area of expertise
- **Duties** - To provide safeguarding, social care and/or teaching advice and support to the CEO's providing ad-hoc telephone or email support
- **Experience** – To hold at least 10 years direct social care or teaching experience. To hold a relevant and appropriate social care or teaching qualification.

### **General Areas of Responsibility**

- To support the CEO's and Staff in the achieving the [Smart Manifesto](#), namely providing a safe space for young careers, young adult carers, older people and those living with dementia (and their families) providing a creative outlet and to inspire change, one piece of art at a time.
- Ensure [Dover SmArt Project](#) is carrying out its purposes for the public benefit
- Comply with [Dover SmArt Project's](#) governing documents and the law
- Act in [Dover SmArt Projects](#) best interests
- Ensure that the Management Team have the resources need to deliver what is agreed
- Manage [Dover SmArt Project](#) resources responsibly
- Act with reasonable care and skill
- Ensure [Dover SmArt Project](#) is accountable
- Adhere to the requirements and guidelines as laid down by the Charity Commission (The essential trustee: what you need to know, what you need to do (CC3))

### **Key Roles and Responsibilities**

- To attend at least 8 Trustee meetings per year
- To report any serious conflicts of interest in line with [Dover SmArt Project](#) procedures
- Support the Senior Management Team in the setting and delivery of [Dover SmArt Project](#) Policies
- Provide support and advice in your allocated business areas as detailed on the following page.