



Do something amazing. Become a trustee with Merton Mencap.

Volunteer your skills, experience and knowledge to help a leading local charity to support people affected by learning disability and autism.

Who is Merton Mencap?

We are a local, independent charity supporting children, young people and adults with a learning disability and autism, and their parents and carers, in the London borough of Merton for over 70 years.

What is a learning disability and autism?

A learning disability is a life-long condition which can affect the way a person learns, communicates and understands.

Autism is a life-long developmental disability which may affect the way a person interacts in social situations, communicates with others and experiences the world.

Who are the trustees?

Trustees are people who volunteer time to form the Executive Committee of our charity. Trustees are responsible for making sure our organisation does what we set out to do, and has a strategic role in ensuring the charity is run effectively.

Why should I become a trustee?

Becoming a trustee means you'll use your skills, experience and knowledge to help a local cause that you care about. You will make a real difference, and you'll have opportunities to do the things you enjoy, meet new people and feel a great sense of reward.

Trustee role description

Commitment (approximate hours per annum)

- ✓ Attend 6 board meetings (2hrs each)
- ✓ Attend the Annual General Meeting (3hrs)
- ✓ Visit at least one of the charity's services (1-2hrs)
- ✓ Complete basic training every 2 years (5hrs)
- ✓ Identify an area of interest and support the charity in that way (see section below)

Period

- ✓ Minimum 1 year

Terms

- ✓ Voluntary role, necessary out of pocket expenses reimbursed
- ✓ London borough of Merton

Purpose of Trustee

This is an opportunity to join leading local charity. The purpose is to help Merton Mencap continue to provide the highest standards of professional, specialist support and care for the people who use our services and to help set a clear, ambitious direction for the charity's future.

Merton Mencap is a company limited by guarantee. Trustees have overall responsibility for ensuring the charity is well-run and meets legal requirements and those of good governance. Trustees are also company directors for the purposes of companies legislation.

Attributes

Merton Mencap recruits a team of trustees who, together, have a balanced range of skills, knowledge and experience, including in these areas:

- finance
- marketing & publicity
- fundraising
- human resources
- health & social care
- governance & compliance
- social media & communications

Responsibilities of Trustee

- ensure the charity acts within the law and all regulatory requirements
- help the charity meet its charitable aims
- ensure that the charity's finances are run properly
- contribute to the planning and development of the charity
- contribute to reviewing the charity's performance
- act with integrity and in the best interests of the charity
- use reasonable skill and care, seeking outside professional advice
- help recruit and support new trustees
- support the Chief Executive, Finance Manager and other staff
- observe the Trustees' Code of Practice & charity's general Code of Conduct

Area of interest: social media support

The role of Trustee with interest for Social Media Support is intended to support the charity maximise its visibility on social media platforms to raise awareness and secure funding.

The role may include

- supporting the charity with its social media strategy
- providing guidance to volunteers and staff on best use of social media platforms
- leading on short-term social media campaigns
- guide on the safe use of AI within our operation

Additional time in this role (approximate hours per annum)

- ✓ Activity as agreed with the trustee (25hrs)
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Trustee person specification

Person specification for Trustee

- Commitment to the work and values of Merton Mencap
- A willingness to devote the necessary time and effort
- A wish to understand and appreciate the needs of our beneficiaries
- Honesty, integrity and reliability
- Strategic vision
- Good attention to detail
- A willingness to speak their mind
- Good communication and interpersonal skills
- An ability to work effectively as a member of a team

Additional specification for Social Media Support role:

- Digital marketing experience
 - Experience of content creation & maximising online presence
 - Understanding of media best practice
 - Strong communication skills
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