

VOLUNTEER ROLE DESCRIPTION

Title of the role	Trustee
Organisation Description	Quo Vadis Trust (QVT) is a specialist housing charity in South East London. We provide a service to people who suffer with varying levels of mental ill health and who need support with their housing. QVT currently provides homes to approximately 150 people in South East London. Our range of support, both on and off the premises, helps each individual client to maximise their independence.
Purpose/Objective of the role	The Board of Trustees of Quo Vadis Trust is the body accountable for all aspects of the work of the Trust. The main role of the Board is to govern the organisation and ensure that it fulfils its' charitable objectives in the most efficient and effective manner, consistent with its values and approaches. It is also responsible for ensuring that monies received in furtherance of those objectives are applied effectively.
Tasks & activities involved	<p>The Board of Trustees has been put in place to manage the charity's resources effectively, provide long-term vision and protect its reputation and values.</p> <p>At all times the Board retains ultimate responsibility and accountability for all aspects of the Trust's work. However, it does not get involved in the day-to-day operations of the Trust, as operational responsibility is delegated to the staff through the CEO.</p>
Skills & experience needed	<p>Commissioning</p> <p>Mental health care and recovery</p> <p>Governance</p> <p>Finance</p> <p>Marketing / PR</p> <p>Property</p> <p>Human Resources / Employment Law</p>
Training & Support offered	Trustee training can be provided if required.
Benefits of volunteering to individual	The role of Trustee for QVT will provide an opportunity for personal development at a strategic level. In addition, you will be a valued member of an experienced senior team (from a variety of different backgrounds) whose aim is to make a positive difference in the local community.

Location & Time commitment	Location: QVT Head Office, 92 Brownhill Road, Catford, SE6 2EW Three year term, with the possibility of re-election for a further three year term Quarterly Board Meetings (held on Saturdays), annual strategy away day and additional committee meetings (either by phone or in person). Trustees should be able to commit to approximately 12 days per annum.
How to contact us & next Steps	Submit their CV with a covering letter to: Cynthia Martin: c.martin@qvt.org.uk Closing date is 31st January 2019 Successful applicants will then go through the following process: <ul style="list-style-type: none">• Informal interview• References• Shadowing