

Carers Trust Hillingdon & Ealing  
**Trustee**  
**Grant funding, Quality & Safeguarding**

Carers Trust Hillingdon and Ealing is a local charity based in Uxbridge that operates support services for unpaid carers living or caring in the London Borough of Hillingdon. We work to improve support and recognition for anyone living with the challenges of caring, unpaid, for a family member or friend who is ill, frail, disabled or has mental health or addiction problems. We support carers from as young as five years old and have a great range of support for children and young people who are caring in their formative years, as well as over 80 services for adult carers. We are the lead organisation for the Hillingdon Carers Partnership, which means that we work closely with other charities that provide specialist support for carers. Our services are shaped by the needs and views of our unpaid carers. As a carer-led charity, nearly 70% of our Trustees, staff team and volunteers have lived experience as carers.

We are currently seeking a new trustee to join our Board of Trustees, who will play a vital role in leading the organisation in the years to come. As a Trustee you will have a profound, positive opportunity to make an impact on the lives of unpaid carers in Hillingdon and Ealing. We welcome applications from those who are new to the Trustee role.

On this occasion, we are particularly seeking a Trustee with experience in the following areas: **Grant funding, Quality & Safeguarding** who understands the environment in which we operate and can provide our board and executive with support on these topics. Ideally Trustees will also come from the general locality of Hillingdon and Ealing however this is optional depending on the candidate.

In addition to the core expertise above, the ideal candidate will possess an understanding of how organisations should be managed and governed in order to deliver their mission. Crucially, they will offer a clear and demonstrable personal interest in the support of unpaid carers.

- You would understand the role of a trustee; support and unite on strategy, look to the future and be an ambassador increasing public awareness
- Work with Board colleagues to ensure effective governance of Carers Trust Hillingdon and its compliance with legal, charitable and statutory responsibilities
- Form a clear understanding of the Board's role and legal responsibilities
- Be committed to good governance and have a desire to contribute to the charity's continued improvement
- Represent the community's views on the Board and, wherever possible, to use lived experience of caring to inform the development of the organisation in meeting carers' needs
- Maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity
- To receive and consider all reports to the Board in advance of each meeting
- Visit Carers Trust Hillingdon services as desired to understand our provision and to form good relationships with operational staff

## **Commitment/ Information**

- Board Meetings six times a year with remote attendance optional
- Membership of at least one subcommittee which meets every other month remotely or in person
- One Annual General Meeting per year to be attended in person, alongside our Carers Forum event for carers and our carers partnership
- This role is subject to a DBS check, the cost of this check will be covered by Carers Trust
- 2 current references are required
- Minimum commitment 6 months
- Minimum age 18 years
- Travel expenses can be claimed

## **Accountability**

As the trustees are responsible and liable for the governance and functioning of the charity, they are accountable in varying degrees to a variety of stakeholders, including: service users, members, funders, the Charity Commission.

## **How to apply**

A H4ALL application form must be completed.

To obtain an application form:

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post
- Telephone 01895-676-111