



Role: St George's Childcare Volunteer Trustee

St George's Childcare, 7 Chilston Road, TN4 9LP Tunbridge Wells

www.stgeorgeschildcare.co.uk

Location: Tunbridge Wells, Kent

Job Type: Voluntary

Category: Board Director/Trustee

Sector : Childcare and Charity

Would you like to join our trustee board?

We're looking for talented, experienced individuals to join the board of trustees at St George's – an Ofsted 'outstanding' childcare provider and registered charity in Tunbridge Wells.

About St George's

We have been providing affordable childcare to our community in Tunbridge Wells for more than 35 years. We care for children aged 3 months to 12 years in our nursery, term-time preschool, after school and holiday club.

We are the only nursery in Tunbridge Wells to provide subsidised childcare to families in need. It means we can support vulnerable children and families who are struggling due to financial difficulties, domestic abuse, mental illness, disability and other difficulties. Our subsidised places are funded through grants from trusts and foundations, donations from corporations, community groups and individuals, and fundraising events.

Our board provides overall governance and guidance to St George's Childcare, ensuring that it fulfils its objectives and complies with current charitable and company legislation. Whilst the board are not expected to be experts in any particular field, they are expected to seek advice when appropriate, in order to protect the interests and assets of the organization. The board is obliged to act collectively and decisions and responsibilities are shared.

About the role

You will play an instrumental role in leading the business and charity into success and growth.

Key Duties and responsibilities:

General

- Provide advice and support to staff, including the Business Manager, when reasonably required
- Support St George's Fundraising and Development Manager in delivering fundraising activities
- Keep up to date with developments at St George's and in the childcare and charity sectors

Legal

- Ensure that proper controls are in place in order to protect the organisation's best interests and assets
- Ensure that St George's operates lawfully by complying with charity, company and other regulatory legislation such as employment law, health & safety law etc.



Strategic

- Review and approve our objectives and delivery plan on an annual basis
- Responsibility for the setting/signing off policies and strategies
- Set and monitor key performance indicators on a regular basis

Financial

- Approve Budget
- Monitor financial performance against budgets and hold the staff to be accountable

HR and staffing

- Define the boundaries of management authority
- Contribute to a review of the Business Manager's performance and development
- Help to identify, recruit and induct new Board Members and senior employees

Time commitment

Once appointed we ask you to:

- Attend our monthly board meeting, which takes place in the evening
- Attend our Annual General Meeting
- Be available on email, aprox. one hour of your time per week
- Prepare for meetings including reading relevant documents e.g. policies and proposals

We also encourage you to carry out visits to St George's to allow you to get to know staff and support our organisation.

If you feel your experience and skills could be useful to our organisation we would like to hear from you.

To find out more please contact: Adrian Crouch Adrian.crouch@stgeorgesboard.co.uk or call 07801 910267.