



Recruiting a Trustee

6 meetings per year for 2 hours (plus additional ad hoc meetings)
£ Unpaid role, expenses/travel paid
Contract/part time

Action East Devon (AED) is a small-medium sized charity and registered company delivering wellbeing and mental health services to young people across East Devon. We have small but highly skilled team of 5 and a committed and hard working Board of Trustees. Our aim is to ensure that new trustees gain personal satisfaction from their participation – can you be the person to help Action East Devon grow and succeed?

What we are looking for

We are seeking to recruit one or two Trustees to the Board, who will contribute to the next exciting phase of our 3 year strategy now that we have secured financial support from the Lottery and Children in Need.

An AED trustee should have a commitment to our mission and strategic vision with an independent judgement alongside an ability to work effectively as a team member. Trustees need to have a willingness to meet the minimum time requirement of Board meetings, AGM and an annual strategy meeting.

We are particularly interested in applications from candidates with the following skill sets:

- Fundraising & bid writing
- Youth work, young people & education
- Marketing, PR & Communications
- Legal, charity and company regulation
- Mental Health, counselling and the NHS

What you will be doing

Our Board of Trustees meet 4-6 times per year. Meetings are typically 2 hours long. Board papers and minutes are circulated prior to each meeting allowing enough time to read and prepare.

We know trustees bring valuable skills and experience to their role which complement our small team. We value trustees who can contribute specific knowledge, expertise and guidance by working closely with the team on subjects such as staffing, fundraising, strategic planning, finance, healthcare, cyber security, AI etc.

The charity attends marketing, fundraising and publicity events throughout the year and call on the Board of Trustees and the staff team to support and attend events with us.

Action East Devon is a Company Limited by Guarantee, registered in England No 07035905 and Registered as a Charity in England and Wales, No 1134611.
Registered Office: The Station Youth Centre, Mill Street, Ottery St Mary EX11 1AH

Legal obligations of Trustees

We welcome applications from young people (18+) and women to bring a much-needed diversity of perspective. We will invite any prospective Trustee to observe one of our Board meetings and, if appointed, provide induction training.

The role of the Board of Trustees is to hold the charity 'in trust' for current and future beneficiaries by:

- Ensuring the charity has a clear vision, purpose and strategic direction and is focused on achieving
- Being responsible for the performance of the charity, ensuring the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity's assets, both tangible and intangible

As well as the statutory duties, any Trustee should make full use of their specific skills, knowledge, life skills or experience to help the Board make good decisions.

We are a limited liability organisation which caps liability of members to £10 and as we maintain indemnity insurance for the benefit of our trustees.

Find out more

If you would like to apply for the role, please send your CV with a covering email to info@actioneastdevon.org.uk and we will contact you to arrange a meeting.

If you would like an informal discussion about this post or have any queries, please contact Chris Botham (interim Chair) on info@actioneastdevon.org.uk or call Molly on 01404 549045.