



# Trustee Role Description

# Role description and Person Spec

Role Title: Trustee

## **Purpose of the Role:**

Trustees play a vital leadership role in governing Carers Support West Sussex (CSWS), ensuring the charity is well-managed, financially stable, and delivers on its mission to support unpaid family and friend carers across West Sussex. Trustees set strategic direction, provide oversight, and act as ambassadors for the charity in the local community.

## **Responsibilities and Duties:**

- Ensure CSWS is solvent, financially stable, and compliant with charity law and its governing documents.
- Provide strong collective governance, leadership, and overall control of the charity.
- Set strategy and policy, contributing proactively to Board work.
- Use skills and experience to direct how the charity is run, ensuring efficiency and effectiveness.
- Work collaboratively with the Board to make well-informed decisions.
- Act responsibly and only in the interests of the charity, seeking external advice where needed.
- Support the Chief Executive and Leadership Team in their roles.
- Work with the Board to appoint the Chief Executive, agree on Director-level remuneration and targets, and monitor performance.
- Take a special interest in your area of expertise and advise the Board on related decision-making.
- Participate in Board subcommittee groups such as Finance & Risk Committee (FRC), Human Resource Committee (HRC), or Operational Delivery Committee (ODC).
- Stay informed about changing national and local policy impacting carers.
- Share relevant and useful knowledge and information with the Board and Management.
- Help raise the profile of the charity to generate interest and funding and safeguard the good name and values of the organisation.





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## **Additional Information**

The role is voluntary and unpaid, but travel expenses may be claimed. Trustees typically contribute around 5–10 hours per month, depending on other commitments and the Board meets four times per year, with two face-to-face meetings (including workshops) and two virtual meetings via MS Teams. The three Subcommittees meet four times a year online.

CSWS is committed to building a diverse and inclusive Board, reflective of the communities and individuals it supports. Applications are encouraged from people from Black, Asian, and other minoritised ethnic groups, disabled people, and those from under-represented backgrounds. Adjustments for the recruitment process are available on request.

## **Person Spec**

We are looking for individuals who share a strong empathy with our mission and bring a collaborative, respectful approach to working with others. Excellent communication skills are essential, along with a willingness to contribute actively to the life and development of the Board.

In addition, we would welcome Trustees who can bring some or all of the following:

A good standard of IT literacy – comfortable using email, video conferencing, and online documents.

Experience of working in a remote or hybrid way, and the ability to engage effectively in virtual meetings.

An understanding of the opportunities and challenges facing small charities.

Above all, we are seeking people who are passionate about making a difference for unpaid carers across West Sussex and are committed to good governance and inclusive decision-making.

## **Additional Skills, Knowledge and Experience**

CSWS would welcome candidates with wide ranging experience in some of the following areas.

- Involvement in a minority community group or organisation.
- Understanding of our local LGBTQ and/or faith-based communities.
- Strategy, business and service development.
- Solution-focused, innovative, forward-thinking and creative.
- A 'People Person' with diplomacy who communicates easily.
- Understanding of the issues carers face or experience of being a family or friend carer, services for carers or care and health services.

- Understanding of the community and voluntary sector, not for profit principles, need for fundraising and keen to increase non-statutory income.
- Committed to equality and diversity and able to help CSWS drive a culture of continuous improvement in these areas.
- Willingness to travel across West Sussex to meetings and service delivery settings, Trustees often share lifts or use public transport, whichever is easier.
- Awareness or knowledge of West Sussex towns and villages' geography, communities and local organisations.
- Understanding of governance principles in a medium to large organisation. Able to interpret and give feedback on CSWS data and information, reports about carer and staff surveys.
- Sound judgement, integrity and commitment and being a good team player to work with other Trustees and managers in directing, decision-making.
- A sound understanding of the voluntary sector in West Sussex and the specific challenges faced by charities in delivering services at a local level.

Prior Trustee experience is welcome but not essential—enthusiasm, appropriate knowledge and expertise, and a commitment to our cause are key.

### **Personal Qualities**

An understanding of the voluntary sector, fundraising, and local community needs and awareness of West Sussex geography and local organisations is essential. We are looking for candidates with sound judgement, integrity, commitment and someone who is a good team player.

### **Training and Development**

Opportunities for professional development and training.

### **Availability**

Ability to attend online meetings at various times of the day.

### **Supportive Environment:**

Work in a supportive and collaborative environment with a focus on making a positive impact on the lives of carers.

### **Trustee Recruitment Pack**

For more detailed information on being a Trustee at CSWS, please refer to the [Trustee induction pack](#).





**Carers Support West Sussex**  
for family and friend carers



## Contact us:

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