

EXTERNAL ORGANISATION APPOINTMENT PROFILE

ORGANISATION NAME: Guildford Poyle Charities

CONTACT NAME: Caroline Hill ORGANISATION TYPE: Charity

EMAIL: caroline@guildfordpolyecharities.org TEL: 01483 303678

Appointee Role Title:	Trustee
Responsible to:	Trustee board
Where (Location):	Guildford
Is full access available? (Meetings and documents - mobility/hearing or visually impaired)	There are stairs to the office and some meetings are held at the office. Other venues include Guildford BC offices and the Guildhall. Most documents are sent by email but paper copies can be provided. However, if someone had access requirements we could hold meetings at a different venue and provide information in a different format.
Time commitment (frequency of meetings, time of day etc.):	This would depend on which committee the Trustee sits on. During the year there are the following. Trustees are expected to attend Trustee meetings, AGM and away day and to sit on one other committee. Individual grant meetings = Approximately 8 per year Organisation Grant meeting = 4 Trustee board meetings = 4 Finance and General Purpose meetings = 4 AGM = 1 Away Day = 1 Meetings are held in the day most starting about 10am and take about 2 hours. But this does vary dependent on the meeting and agenda.
Role description (eg, trustee, director, advisor etc.)	See attached.
Main tasks and responsibilities (including any budgetary and financial matters)	<ul style="list-style-type: none"> See Job Description.
Required skills, abilities, qualities and experience	<ul style="list-style-type: none"> We have a mix of skills/experience on the Trustee board including, legal, finance, knowledge of the local area, surveyors, charity experience.
Induction, training and support available	<ul style="list-style-type: none"> Induction provided which covers the aims and objectives of the role and explanation of Trustee responsibilities, shadowing an individual grants committee meeting. Email/telephone/face to face support from the Manager.

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

EXTERNAL ORGANISATION APPOINTMENT PROFILE

Are safeguarding checks for vulnerable people required and provided? (DBS)	<ul style="list-style-type: none"> • Not required because the role does not have any direct contact with applicants for grants.
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none"> • None
Any restrictions on information sharing between the organisation and the council	Due to data protection we would not share any details which are confidential or personal details of anyone working/volunteering/client details unless prior agreement from those concerned.
Any personal liabilities, accountabilities or legal responsibilities involved in the role	Any legal responsibility is provided by legal representation on the Trustee board or we will pay for legal advice. Trustees are required to work within charity governance as set out by the Charity Commission.
Is the councillor insured/indemnified by the organisation? If yes, please forward a copy of the insurance documentation.	Guildford Poyle Charity is a company limited by guarantee and this provides a limited liability framework for all of the trustees
Is your organisation in compliance with equalities legislation and in agreement with Guildford Borough Council's Equalities Statement?	Yes. One of our objects is with regards to equality.

EXTERNAL ORGANISATION APPOINTMENT PROFILE

TO BE COMPLETED BY THE COUNCILLOR

NAME: Ruth Brothwell ORGANISATION: Guildford Borough Council

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation.

Skills	<p>Leadership</p> <ul style="list-style-type: none"> - Ability to lead and inspire - Ability to inspire the fulfilment of targets and objectives <p>Management</p> <ul style="list-style-type: none"> - Of teams of people <p>Public Speaking</p> <p>Needs understanding (People and Organisational) and how these can be delivered</p> <p>MS Office – enjoy use of email, Reasonably expert in MS Powerpoint</p> <p>Knowledge of the benefits of technical expertise on processes</p> <p>Delivery of own targets and objectives</p> <p>Personal counselling</p> <p>Knowledge and application of law regarding Localism Act 2011 and Equalities Act 2010 in particular.</p> <p>Enhanced DBS</p>
Experience	<p>Head of Business Engagement for London 2012/Olympic Delivery Authority dept. of the Cabinet Office.</p> <p>Represented business engagement at Board level including the review and understanding of papers and delivery of the expectations of government.</p> <p>Worked with City Hall, London engaging them in projects</p> <p>Worked with various London Borough’s Economic Regeneration Departments delivering their KPIs through the programmes</p> <p>Manager of European Regional Development Funded programmes (ERDF) supporting businesses in London</p> <ul style="list-style-type: none"> - Staff management of up to 9 people in various London companies including Enterprise agencies including Greater London Enterprise and Limited organisations(self employed) e.g. Building for Growth - Setting of individual performance targets for staff and self - Staff performance appraisals - Achieving on-target and on-budget KPIs - Developed a model for achieving targets through networking - As a member of a church PCC (Charity) took responsibility along with others of the peoples’ money /financial giving and the use of this for the common good <p>Personal counselling emanating from Priestly work with individuals</p> <p>-</p>
Qualities	<p>Empathic</p> <p>Understanding</p> <p>Leader</p> <p>Networker</p>

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

EXTERNAL ORGANISATION APPOINTMENT PROFILE

	<p>Door opener for opportunities Public speaker where required</p>
Other comments	<p>My role as a Self-Supporting Priest in the Church of England enables an empathic understanding of needs in both people and organisations. Training in this area affirms confidentiality and provides the experience of working with voluntary groups and people who aspire to help others. This role is in the context of everyday working life – I am part of a team within a parish but not in any form of ‘vicar’ role.</p> <p>Training in Management during my career has covered many areas involved in the fulfilling of KPIs both for myself but also through team members. Additionally this has brushed HR skills particularly those involved in recruitment and retention, TUPE and staff discipline measures.</p> <p>I am politically aware – both through my work as a local councillor and also through placement in the House of Commons during Ordination Training</p>