**Role description**

Volunteer Trustee of Basingstoke Mencap Services

Reporting to the Board of Trustees and Chair of Trustees

**Who we are**

A small independent charity in Basingstoke which supports people with learning disabilities through leisure clubs, horticultural therapy, and personalised assistance, fostering a safe and caring environment. We offer various leisure services at three town centre venues and provide gardening therapy at our Greenfingers allotments, which includes education and qualification opportunities. Additionally, we offer garden maintenance services, creating work experience opportunities for Greenfingers users. Our one-to-one support assists with tasks like household chores, cooking, shopping, and finding employment.

Basingstoke Mencap Services is a charitable company which is registered with the Charity Commission (1085576) and Companies House (04134251). Our registered address is at The Orchard, White Hart Lane, Basingstoke, Hampshire, RG21 4AF.

We are independent of and receive no funding from National Mencap.

**What we do**

We are a small independent charity in Basingstoke who help people with learning disabilities to lead better lives through leisure clubs and activities, horticultural therapy and one-to-one support. By offering a safe, fun and caring environment, we encourage our learning-disabled community to have a voice, keep active and achieve greater independence.

We run a variety of leisure services: Dance and Drama Club; Crafty Thursday; Fun Club; Mencap Disco; Bingo; Life Skills and Sports Club which take place across 3 venues (The Irish Centre, Roger Morris Centre, and Viables) in the town centre.

Our gardening therapy services take place at our Greenfingers allotments in South Ham. We grow and educate about healthy produce, offer training and the opportunity to gain qualifications such as NVQ1 in horticulture and developing woodworking skills. Included at Greenfingers is our newest service, Growing Minds, which provides specialist sessions for young people to enhance well-being, cultivate skills and foster a love of nature.

In conjunction with the horticultural therapy, we have Gardening in the Community which offers gardening maintenance service to local residents. This service also enables our Greenfingers users to accompany one of our qualified gardeners and to gain work experience.

Through one-to-one support we help our customers to lead better lives by helping them with tailored support fitting each individual’s needs. This may include households tasks, cooking, banking and paying bills, shopping, taking parts in sports, attending activities or finding work.

**Our vision and purpose**

Our vision is to make Basingstoke a happy and healthy place to live for people with a learning disability.

Our purpose is to create a safe and secure environment where everyone is embraced and included within our community.

**Our values**

Passionate: We are passionate and care about what we do in helping to make the world a better place both externally for our service users and internally in our work.

Inclusive: We are thoughtful and inclusive of everyone, both externally and internally in everything we do.

Brave: We try new things, generate new ideas to improve what we do both in serving out members and how we work together.

Positive: We are positive in our work and with each other, we always try to do our best to create a good environment for others. We are conscious of how our approach affects others.

Kind: We are kind to everyone, our members, people we interact with and our colleagues and managers. We are thoughtful, caring and understanding.

Purpose: We remember we are a Charity, what that entails and the challenges and limitations we face. We work together to fulfil our purpose and make the Charity a success and continue to be able to operate and provide services for our members.

**Our impact**

People are at the heart of everything we do – our team of nearly 40 staff and volunteers deliver services to over 80 customers across our support, leisure and Greenfingers services.

Our staff and trustees share a vision of a world in which people with learning disabilities can engage fully with society.

Several of our customer have shared their journey with Basingstoke here on our website, and their story best illustrates the impact we have: <https://basingstokemencap.org.uk/our-stories/>

**What the Trustee role entails**

Being a trustee involves 6 main duties:

* Ensuring that Basingstoke Mencap is carrying out its purposes for the public benefit.
* Complying with our governing document and the law.
* Acting in the best interests of Basingstoke Mencap.
* Ensuring the charity is accountable.
* Managing our resources responsibly.
* Acting with reasonable care and skill.

You can read more about what being a charity trustee involves in this useful guide from the Charity Commission: <https://www.gov.uk/guidance/charity-trustee-whats-involved#trustees-6-main-duties>

Being a trustee for Basingstoke Mencap involves:

* Attending a 90 min monthly meeting which occurs on a Wednesday from 7pm.
* Reading a short report (average 2 pages) each month from our Chairty Manager and Treasurer to understand how the charity is doing.
* Volunteering to assist with any additional tasks the charity may need assistance with, that are within your professional or personal experience, knowledge, skill set and time availability.
* Representing the board of trustees at some of the charities regular events, for example the Greenfingers monthly plant sale (last Saturday of the month between March and November), or the summer BBQ hosted by our charity’s president, Lady Colman.
* Bringing your authentic self to meetings and sharing your views and opinions shaped by your personal and/or professional experiences.

**What we offer in return**

* Personal fulfilment and the opportunity to contribute to, and make a difference to, the lives of those with learning disabilities within your local community.
* An insight into what’s involved in the management and governance of a charity.
* Experience in strategic oversight.
* Experience working within a leadership role.
* Ability to build transferable skills in communication, negotiation, collaborative working, challenging, scrutinising & implementing ideas.
* Extending your professional network with a wide variety of professional contacts.
* Opportunity to learn new things by participating in or leading on projects.

**How to apply**

We are committed to equal opportunities within the charity and freedom from discrimination on grounds of: age, cultural background, class, disability, ethnicity, gender, sexual orientation, gender reassignment, faith, part-time working, language, union activity or an individual’s health status.

If you would like to talk about the role with our Chair of trustees, Cheryl Edwards, then please contact Cheryl@basingstokemencap.org.uk to arrange some time to do so.

Alternatively, if you would like to submit your interest for a role as one of our trustees then please contact our Office Manager, Tricia, at office@basingstokemencap.org.uk for an application form.

Please note that any acceptance of your application to become a trustee will be subject to satisfactory references, eligibility checks and an enhanced DBS disclosure being obtain by the charity.