



Giving Your Time

Opportunities to Volunteer in Guernsey

# Volunteer Vacancies – January 2022

These are some of the volunteer positions we are currently looking to fill. If you see anything that takes your interest, please get in touch with us on [jeni@foundation.gg](mailto:jeni@foundation.gg) or call our NEW NUMBER 259523



GUERNSEY COMMUNITY  
FOUNDATION

*promoting effective philanthropy*

Charity	Position	Details
Fairtrade Guernsey Steering Group	Chair	<p><b>Responsibilities:</b>            Providing leadership to members of the Fairtrade Guernsey Steering Group by ensuring that everyone remains focused on the delivery of activities that will raise awareness of and grow support for Fairtrade across the island</p> <ul style="list-style-type: none"> <li>• Chairing Steering Group meetings, bringing impartiality and objectivity to decision-making</li> <li>• Checking that decisions taken at meetings are implemented</li> <li>• Representing Fairtrade Guernsey at functions and meetings, and acting as a media spokesperson as appropriate - in particular during the annual Fairtrade Fortnight and the forthcoming Island Games in 2023</li> <li>• Developing and managing strategic relationships with key individuals, including the Patron of Fairtrade Guernsey and the President of the Guernsey Overseas Aid and Development Commission</li> <li>• With the Secretary:               <ul style="list-style-type: none"> <li>o Planning the annual cycle of meetings and setting agendas (regular and AGMs)</li> <li>o Preparing the biennial application to the Fairtrade Foundation for renewal of Fairtrade Island status</li> <li>o Developing strategies to attract and support new Steering Group members</li> </ul> </li> <li>• Liaising with the Treasurer keep an overview of the organisation’s financial and legal affairs and to provide support as appropriate</li> <li>• Participating in events and awareness-raising activities</li> </ul> <p><b>Skills required:</b>            Knowledge of Fairtrade and a commitment to Fairtrade principles</p> <ul style="list-style-type: none"> <li>• Leadership skills, drive and enthusiasm</li> <li>• Excellent communication and interpersonal skills, and a willingness to represent Fairtrade publicly</li> <li>• Strategic vision</li> <li>• Ability to devote the necessary time and effort</li> <li>• Impartiality, fairness and the ability to respect all opinions</li> <li>• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship</li> <li>• An ability to work effectively as a member of a team</li> </ul>

**The Clean Earth Trust**

Various positions

Time commitment is 4-5 meetings per year, plus events and media engagements. Busiest period is Fairtrade Fortnight Feb/March. This is not an immediate vacancy - the current Chair has given notice that he would like to step back from his role after Fairtrade Fortnight comes to a close in March 2022. However, it would be useful if any potential candidate joined the Steering Group immediately to get to know the members and organisation. He or she would also need to be voted in at the AGM.

Please contact Hannah Davis  
info@fairtradeguernsey.com

- HR admin
- Social media co-ordinator
- Secretary
- Volunteer manager
- Legal analyst
- Beach Clean Co-ordinator
- Web developer
- Event Co-ordinator
- Repairers/ fixers at Repair Café

For more information please see website [Home | The Clean Earth Trust](#) and email [helen.quin@cleanearthtrust.org](mailto:helen.quin@cleanearthtrust.org)

<b>MS Society</b>	Chair	<p>The MS Society helps local people with MS and provides support for carers. We are looking for a Chair. This post requires approx. 4-8 hours per week. We also need two committee members who are prepared to raise awareness and fundraise in order to help and support those living with MS in the Bailiwick. No skills required, other than basic IT skills, but enthusiasm and ideas are always welcome</p> <p>Enquiries please to Linda <a href="mailto:info@mssociety.org.gg">info@mssociety.org.gg</a> 07781 139578</p>
<b>St John's Residential Home</b>	<p>1.Accountancy skills 2.Fundraising Co-ordinator</p>	<p>We need someone on board who can raise the Charity's profile and get it to a position where it could partner with an organisation in arranging sponsored walks, rides etc.</p> <p>The Accountant's role is one of oversight and assisting in the preparation of annual budgets, etc. and not a hands on accounting/bookkeeping involvement.</p> <p>To discuss these positions please email <a href="mailto:colinj.pickard@gmail.com">colinj.pickard@gmail.com</a></p>
<b>GO LBG</b>	Finance officer	<p>GO LBG is a Guernsey charity which seeks to assist Guernsey residents who have social, language or communication challenges. It provides a supportive and professional environment where individuals can gain training in employment and life skills so that they can be equipped to enter the mainstream workforce in due course. GO operates a retail centre near The Bridge, has a number of workshops and also operates the States of Guernsey re-use contract by which landfill is reduced and items are re-used, repaired or upcycled. GO has a strong board of 6 directors from a wide range of backgrounds. The current directors have strong and diverse expertise in business management, the third sector, logistics &amp; operations and HR. None of the current board is a qualified accountant.</p> <p><b>Role Specification</b></p> <p>It is anticipated that the Treasurer will attend all board meetings, which are held approximately 6-9 times per annum in the early evening of a weekday. In addition, it is anticipated that the Treasurer will have some additional involvement in overseeing financial and certain administrative processes. The time commitment is not anticipated to be unduly onerous and any time commitment outside of the board meetings can be flexible to suit the individual.</p>

<p><b>Guernsey Disability Alliance</b></p>	<p>Fundraising co-ordinator</p> <p>Event team</p>	<p>For more information and job spec please email <a href="mailto:justine.gaudion@barclays.com">justine.gaudion@barclays.com</a></p> <p>The GDA is a collective voice for individual disabled islanders, their families and more than 40 member charities. We are looking for the following;</p> <p>Fundraising Co-ordinator to help co-ordinate flag days, small events, and contacting local businesses.</p> <p>For further information contact Karen <a href="mailto:info@disabilityalliance.org.gg">info@disabilityalliance.org.gg</a></p>
<p>WEA</p>	<p>Committee members</p>	<p>The WEA is an adult education association. We are looking for imaginative individuals with a background in education. The role involves helping research ideas for new courses, assess demand and set up and manage a course in terms of location, speakers and resources. Please contact <a href="mailto:enrol@wea.org.gg">enrol@wea.org.gg</a></p>

<b>Cobo Community Centre LBG</b>	Advocate for pro bono work	The Cobo Community Centre LBG is looking for an advocate who can advise on property law. Please email <a href="mailto:joni@foundation.gg">joni@foundation.gg</a>
<b>Diabetes Guernsey</b>	Board members	Diabetes Guernsey is a local charity which aims to support people with all types of diabetes and their families in the Bailiwick of Guernsey. We meet on the last Wednesday of each month and have a number of sub committees who also meet regularly for event planning etc. Please contact <a href="mailto:diabetesguernsey@outlook.com">diabetesguernsey@outlook.com</a> to discuss this role.
<b>Wheel chairography</b>	Treasurer	Wheel Chairography Guernsey has been formed as a group of people who love to dance but now are only able to with the aid of wheelchairs. They are seeking a Treasurer. Please contact <a href="mailto:pambartlett@cwgsy.net">pambartlett@cwgsy.net</a>
<b>Relate</b>	Board members	Relate are seeking a fundraising co-ordinator and a volunteer with PR/marketing expertise. Please contact <a href="mailto:info@relate.org.gg">info@relate.org.gg</a>

<b>Priaultx Premature Baby Foundation</b>	Ambassadors' Co-ordinator	The PPBF is looking for someone to arrange meetings and take minutes in relation to their Ambassadors scheme. Please email <a href="mailto:Sammy.meerveld@ppbf.org.gg">Sammy.meerveld@ppbf.org.gg</a>
	<b>Trees for Life</b>	Secretary Guernsey Trees for Life encourages the protection, preservation and planting of trees in Guernsey and fosters awareness and appreciation of trees. We are looking for a Secretary who could provide administrative support such as taking minutes, keeping track of membership, ensuring compliance with relevant laws, circulating agendas /communications and preparing newsletters, liaising with and organising planting days.  Please contact Andy McCutcheon <a href="mailto:andrew.mccutcheon@gov.gg">andrew.mccutcheon@gov.gg</a>
<b>Scouts Association</b>	Committee members	Various committee members needed for the Guernsey Scouts Association. Please contact <a href="mailto:chair@scouts.org.gg">chair@scouts.org.gg</a>
<b>Men's Shed</b>	Fundraising Chair	Men's Shed are seeking a Fundraising Chair. We are looking for somebody experienced in innovating and organising fundraising events with the ability to complete grant applications.  Please contact <a href="mailto:info@sheds.gg">info@sheds.gg</a>

<b>Crimestoppers</b>	Deputy Chair	<p>We have two positions available on our Board.</p> <p><b>Criteria</b> – interested individuals should be passionate about keeping the Bailiwick of Guernsey a safe place to live and work. The Crimestoppers Trust works with several stakeholders on the prevention and detection of crime.</p> <p>The charity focuses on community engagement, seeking information about crime in an <b>anonymous</b> form. An ideal Board member would have a creative mind perhaps with a background or interest in PR, social media.</p> <p>In 2021, we will also be looking for a deputy Chair.</p> <p>These voluntary roles would require a maximum commitment of 2 – 3 hours a month.</p> <p>Please contact <a href="mailto:mikesmith@rbsint.com">mikesmith@rbsint.com</a></p>
<b>Guernsey Specials Gym Club</b>	General Volunteers	<p>We are looking volunteers of age 14 and above who have an interest in the caring profession and wish to help young people to learn gymnastics. Coach training opportunities are available.</p>
<b>Lungevity</b>	PR	<p>Lungevity provides education and support to both respiratory sufferers and their carers. We are looking for committee members who can assist with PR/marketing.</p>



<b>Guernsey Sea Cadets</b>		Please contact <a href="mailto:emma.clayton@jtcgroup.com">emma.clayton@jtcgroup.com</a>
	Treasurer, Secretary	<p>The Guernsey Sea Cadets is constituted as an independent Guernsey charity, but operates in very much in the same way as sea cadet units in the UK. We currently have an urgent need for a Treasurer and a Secretary, as well as people with company secretarial / administration type experience.</p> <p>Potential candidates would need to come and visit us at the Unit. There would then be interviews and a certain amount of paperwork to complete before appointments could be confirmed.</p> <p>The Sea Cadets operate high standards of corporate governance and there is a lot of interaction with Area and Head Office. These roles therefore offer great experience of a fairly formal corporate governance / board environment, but in the context of supporting a really worthwhile, well established local charity doing invaluable work with and for young people. Clearly an interest in nautical matters and youth work would be helpful, although these roles are for administration and support rather than direct instructing of cadets.</p> <p>Please contact Matt Bourgaize to discuss these roles further <a href="mailto:ois@ts-sarnia.org">ois@ts-sarnia.org</a></p>
<b>Living Streets</b>	Social Media	Living Streets is seeking volunteers to assist with social media. Please contact <a href="mailto:patwisher@cwgsy.net">patwisher@cwgsy.net</a>
<b>Pink Ladies</b>	Committee members	The Pink Ladies would like to hear from anyone interested in helping on the committee. Please contact <a href="mailto:pinkladies@cwgsy.net">pinkladies@cwgsy.net</a>

## Girl Guiding Guernsey

### Treasurer Secretary

We are looking for an Island Secretary and an Island Treasurer.

#### Role Description for Treasurer

Purpose of this role: to keep accurate financial records on behalf of Girlguiding Guernsey. To report and advise on financial matters.

#### Main Responsibilities:

- Keep accurate records of financial transactions and accounts
- Maintain relevant bank accounts, keeping up to date with any correspondence with the bank on behalf of Girlguiding Guernsey
- Maintain communication with the County, advising on financial matters as appropriate
- Report back to the Executive Committee on its financial position in order to ensure appropriate use of funds
- Attend Executive Committee meetings 3 or 4 times a year
- Prepare end-of-year accounts for independent examination
- Ensure correct financial procedures are in place and maintained
- Together with the Bailiwick Commissioner, Training team and Outdoor Advisor, plan future budgeting and present financial forecasts

#### Skills needed:

- Experience of book-keeping or financial procedures
- Excellent numeracy skills
- High level of organisation
- Attention to detail and accuracy
- Ability to work as a team

We would require Treasurer to undertake a Girlguiding Disclosures Check and to be committed to undertake relevant Girlguiding trainings and be knowledgeable about Girlguiding's policies and Code of Conduct.

#### Role Description for Girlguiding Guernsey County Secretary

Purpose of role: to act as a point of contact for the County

#### Main Responsibilities:

- Act as a point of contact for members
- Maintain communication with volunteers
- Undertake all relevant training for the role
- Arrange Girlguiding Guernsey Executive meetings and send out notifications to all on the committee
- Attend Girlguiding Guernsey Executive Committee meetings and take minutes
- Send out minutes to all on the committee in a timely fashion
- Liaise with Government House and book awards evenings
- Send invitations to VIPS for awards evenings and also Annual Reviews
- Send out thank you cards
- Be a member of Girlguiding Guernsey

#### Skills needed

- Excellent communication skills
- Computer literate and comfortable with using databases and email
- Good numeracy skills
- High level of organisation
- Ability to work as part of a team

We would require the Secretary to undertake a Girlguiding Disclosures Check and to be committed to undertake relevant Girlguiding trainings and be knowledgeable about Girlguiding's policies and Code of Conduct.

We are also always looking for volunteers to help at Units delivering our programme to the guides in a fun and interesting way.

Please email [girlguidingguernsey@suremail.gg](mailto:girlguidingguernsey@suremail.gg) for more information and do apply.

## The Pollinator Project

Treasurer, Pesticide  
Audit Co-ordinator,  
Education Volunteer

At its heart the Pollinator Project is a group of volunteers who look to make a practical difference to Guernsey's natural environment. It focuses on protecting pollinating insects as they provide vital pollination of wild and cultivated plants including fruit, and tomatoes. They are what keeps Guernsey green (and red, blue, purple and yellow....).

Specifically, the project aims to

1. Protect and enhance habitats where pollinators can thrive
2. Help the States of Guernsey and other landowners reduce their pesticide usage
3. Educate children, and all islanders on the benefits of the natural environment
4. Commission and carry out science projects to support its proposals

### **Role description: Treasurer**

#### **Key responsibilities:**

- oversee all financial aspects of the charity, on behalf of the board of directors, to ensure its short and long-term viability
- assist the chair, other honorary officers and the executive in ensuring that the board fulfils its duties and responsibilities for the proper financial governance of the charity.
- Duties and tasks to fulfil the key responsibilities

#### **In partnership with the executive**

- ensure that the charity operates within the financial guidelines set out in current legislation, in the charity's constitution and by the board
- ensure that the charity has adequate financial and internal audit controls and that these are monitored and reviewed regularly
- identify and bring to the attention of the board, any financial risks facing the charity
- ensure that the charity's financial resources are sufficient to meet the charity's current and future needs, and to advise the board on the board's reserves policy, and to ensure that this policy is reviewed and monitored regularly
- scrutinise the proposed annual budget, and advise and guide the board accordingly
- scrutinise management accounts, performance against budget, trading performance etc, and to advise the board accordingly
- scrutinise and evaluate regularly the charity's cash flow position, and to inform the board of any concerns
- ensure that funding received for specific purposes is separately accounted for and spent for the purposes for which it was given
- ensure that all income due to the charity is received and that all tax benefits are obtained and all rating relief

due is claimed

- review longer term forecasts of capital resources and of income and expenditure, and to review and monitor financial trends within the charity and the sector within which the charity operates
- meet the external auditor once a year
- formally present the accounts to the annual general meeting drawing to members' attention all relevant matters, and to respond to questions from the floor

#### **Role Description: Education Co-Ordinator**

Since its inception the PP has focused on education across all ages, audiences and media. Sharing with young people the wonder of the nature in our own back gardens and bringing it to life is at our heart.

We have run an annual integrated programme for junior and primary schools to bring focus to a group of pollinators with bumblebees, butterflies and solitary bees all featuring in the last 3 years. Nearly 10,000 students attended special assemblies where volunteer Barry Wells used films, and photos to share his passion for these insects with young people. We have followed this up with posters, identification leaflets and other materials for educators to use in the classroom. Additionally, we have linked this with an art competition that has attracted over 5000 entries where young people have created a Guernsey Butterfly/Bee based on either recreating one found on the island or using their imagination to create their own. The best entries have won a prize for their school and all entrants have received a free packet of seeds.

We would like to extend this successful programme to other age groups and possibly pan-island.

Our previous co-ordinator is taking a sabbatical, so an opportunity has arisen to bring new thinking, ideas and experience to bear. The person who leads this for us will get the full support of the team, sponsors and will capture the hearts and minds of students, teachers, and parents.

The role is unpaid but is truly rewarding in that the engagement, reaction and enthusiasm of the young people we work with is incredible. The person leading this part time role will be fully supported at every step of the way by the rest of the committee, our sponsors and the wider team.

#### **Primary purpose**

To co-ordinate the PP education programme by bringing together the annual series of events and organising schools, teachers, and resources to deliver an entertaining, engaging and fun agenda.

#### **Responsibilities**

- Establish connections with each school and the existing contacts to research and agree the annual programme including dates, materials and presentations
- Co-ordinate the programme delivery with other members of the Pollinator Project to design, print and distribute the materials required

- Participate in presentations to sponsors and funders and the media
- Explore new ways of extending our reach to new age groups, new audiences
- Consider the opportunities for pan-island programmes and resources sharing with Alderney, Jersey and the Isle of Man
- Develop direct contacts with other 3<sup>rd</sup> sector organisations delivering environmental education in Guernsey

**Required qualifications or experience**

A well-organised approach and project management experience is needed along with an enthusiastic, responsive attitude

**Preferred skills and experience**

- Some direct experience of working with teachers or the education system would be very helpful
- Empathy with environmental issues and the aims of the Pollinator Project are key
- An ability to originate materials plus experience of using design agencies and print houses is desirable but not essential

**Role Description:Pesticide Audit Officer**

A pesticide action plan has been prepared and presented to the Committee for Education and Infrastructure. It was well received and there is no doubt that the recommended direction of travel is aligned with the Island’s future. A workplan and a grant application to support research a science based approach to pollinator numbers and diversity is underway.

Before a policy can be developed the Committee has requested that a pan island audit of pesticide usage is conducted. This work does not currently form part of the States of Guernsey 2021 Government Work Plan and the third sector are being asked to take it forward.

PP now needs to recruit a suitably qualified and enthusiastic volunteer or intern to bring focus and energy to the task. A limited budget for IT development has been secured.

**Primary purpose**

To establish the process, systems and relationships that will result in a repeatable pan island pesticide audit.

**Responsibilities**

- Establish relationships with garden centres, retailers, farmers and growers and other users and distribution routes for pesticide sale, application and import. States of Guernsey departments are outside the direct project scope, but the systems established must comply with their policies and practices.
- Plan and gain agreement to the process, frequency and process for the audit that minimises the administration required and allows for it to be repeated on a cyclable basis.
- Set up the secure database to allow simple data entry, and analysis.
- Establish a web portal for users to enter data.
- Gain the trust and confidence of third parties including Guernsey Water, the States of Guernsey Safety Executive, Guernsey Waste and Guernsey Border Control
- Establish project management disciplines and communicate broadly on progress
- There will be ample opportunity to be part of the PP team and contribute to other activities
- Collect and quality check the data for the first audit

**Required qualifications or experience**

Some customer facing project management experience is needed along with a determined resilient approach

**Preferred skills and experience**

Some understanding of environmental issues would be an advantage

Use of databases and analysis

Presentation skills

The role would suit someone undertaking a career in life sciences or in marketing

**Structure and role details**

The role is location independent but based in Guernsey. It may at times take 20 hours per week. The successful candidate will be supervised by Dr Miranda Bane- Science lead for the Pollinator Project and postdoctoral research associate at the University of Bristol. On an operational basis the role will be managed by Gordon Steele, the chair of the Pollinator Project.

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#### **Preferred skills and experience**

Some understanding of environmental issues would be an advantage

Use of databases and analysis



<p>The Accidental Zoo LBG</p>	<p>Finance Officer</p>	<p>Presentation skills The role would suit someone undertaking a career in life sciences or in marketing</p> <p><b>Structure and role details</b> The role is location independent but based in Guernsey. It may at times take 20 hours per week. The successful candidate will be supervised by Dr Miranda Bane- Science lead for the Pollinator Project and postdoctoral research associate at the University of Bristol. On an operational basis the role will be managed by Gordon Steele, the chair of the Pollinator Project.</p> <p>For all vacancies, please contact Gordon Steele <a href="mailto:grs3101@gmail.com">grs3101@gmail.com</a></p> <p>This is an advisory rather than board member position but has the potential to progress to a non-exec role as the charity's strategy &amp; goals develop and the responsibilities becomes more involved.</p> <p>Responsibilities will include:</p> <ul style="list-style-type: none"> <li>• Monthly budget consolidation</li> <li>• Monthly book keeping/general ledger via Xero</li> </ul>
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**Parkisons Guernsey**

Secretary, Social  
Secretary

- Financial forecasting
- Presentation of Company's financial position at board meetings
- Support the Company's accountant in their preparation of annual financial statements

Time commitment will be around 4 hours a month and there will be a monthly deadline for providing updated reports to be considered at board meetings. The individual will need to be available one Wednesday evening a month (at present) for approximately 30 minutes from 7.30pm to participate in and present at board meetings, and will be an experienced finance professional with a proactive and positive approach to being involved with The Accidental Zoo.

Please email [info@theaccidentalzoo.gg](mailto:info@theaccidentalzoo.gg)

**Parkinson's Guernsey are looking for a Secretary and a Social Secretary.**

**Secretary role**

Take minutes at all meetings - circulate these

Put together agenda for meeting- circulate these

Respond to all correspondence

Respond to all enquiries – send out 'welcome pack' ,update memberships

Keep a note of 'In lieu' and contact press

Thank you letters and acknowledgements – General donations and 'in lieu'

Transport co ordinating

Liaise with the other board members regarding regulatory issues

Keep database updated

Check 'Info@' email address

Send out newsletters etc to members via letter and email

Deal with 'Adhoc' correspondence as and when

**Social Secretary Role**

Venue booking for meetings and possibly other events

Social event and activity organiser - Christmas, Summer meals, Awareness events and fundraisers

Both roles together take up approx.. 1-2 hours per week or maybe more depending on what is going on at the time - events wise.

Please email [info@parkinsons.org.gg](mailto:info@parkinsons.org.gg)

Guernsey Bereavement Service is seeking a Company Secretary. Please email [manager@gbs.org.gg](mailto:manager@gbs.org.gg)

The Guernsey Disability Alliance is a member charity that was formed in 2008. We have both individual and organisational members (40 charities). We are collective voice for anyone affected by disability. We are passionate about equality of opportunity for disabled islanders and carers in Guernsey. We want to change how Guernsey thinks about disability and ensure we all have the opportunity to take part in community life, including but not limited to: education, transport, health, eating out, shopping, sport and taking part in cultural activities. We have a wealth of collective experience and use that to provide input into Government Policy and support the community to become more inclusive.

The GDA is operates two main streams of work:

- Social policy – influencing the government to improve inclusion
- Partnership – partnering with the community to improve inclusion
  - We All Matter Eh? represents the voice of people affected by disability
  - Access for All focuses on making the island more accessible in all its forms
  - The training arm of the GDA

We are looking for someone to drive our strategy for the rest of the States term until 2025 and lead and support the Executive and staff in this next phase.

Please contact Karen or Carol for a coffee [info@disabilityalliance.org.gg](mailto:info@disabilityalliance.org.gg) 07781 467316

**For more information, see:**

- Our websites: [www.disabilityalliance.org.gg](http://www.disabilityalliance.org.gg) [www.matter.gg](http://www.matter.gg) [www.access.gg](http://www.access.gg)
- Facebook: [www.facebook.com/GuernseyDisabilityAlliance](https://www.facebook.com/GuernseyDisabilityAlliance) and [www.facebook.com/mattergg](https://www.facebook.com/mattergg)
- States sites: <https://www.gov.gg/disability> and <http://signpost.gg/>

**Role Description**

Job Title: Chair (also a Director of GDA LBG)

Responsible to: GDA membership (by election)

Main Purpose: To lead the Executive Board in support of the directors and staff

Time Commitment: 4-6 Executive Board meetings a year

Review meetings with staff  
Ad-hoc meetings with Directors and other contacts  
Attendance at some GDA member meetings and other events  
Hours are flexible but will average 2-3 days a month, after induction

### **Governance Structure**

The GDA is a company limited by guarantee (LBG) and is a registered Guernsey charity. The Executive Board consists of four elected officers, supported by co-optees. The Chair is elected by the GDA membership and stands for re-election each year at the AGM. There is no minimum or maximum term of office. Ideally this role would cover our key period until 2025. The Chair role is unpaid, but any approved expenses will be reimbursed.

The Chair will need to undertake a Disclosure and Barring Service (DBS) check.

#### **Specific Duties of the Chair**

1. To lead all activity of the Executive Board:
  - I. Chair meetings of the Executive Board effectively and efficiently, bringing impartiality and objectivity to the decision making process, working closely with the Hon Secretary/ Corporate Secretariat to co-ordinate governance matters.
  - II. Ensure that Board Members are fully engaged and that decisions are taken and implemented in the best, long-term interests of the charity and that the Board takes collective ownership.
  - III. Foster, maintain and ensure that constructive relationships exist with and between the Board Members.
  - IV. Work closely with Board Members to give direction to policy-making and to ensure that meetings are well planned, meaningful and reflect the responsibilities of the Board.
2. To support and act as line manager for staff (P/T Social Policy & Partnership Director)
3. To build and develop the membership of the Executive Board.
4. To act as an ambassador for the Charity, as required

#### **General duties of a Director of GDA LBG:**

1. To safeguard the good name and values of the organisation and promote its work

2. To ensure the effective and efficient administration of the organisation
3. To ensure the financial stability of the organisation and that funds are spent in accordance with the Charity's objects
4. To appoint the staff of the GDA and monitor their performance.

### Person Specification

#### Essential

1. Experience of governance within a company or charity
2. Leadership skills, including strategic thinking and team building skills
3. Strong communication skills – written and verbal
4. Strong interpersonal skills, able to build and maintain respectful relationships
5. Empathy with disabled people and carers and the rights-based aims and approach of the GDA
6. Ability to commit the time required

#### Advantageous

1. Previous experience as a Chair
2. Personal or family experience of disability
3. Public speaking (the social policy team are strong in this areas already)
4. Experience of working/volunteering for a third sector organisations (not for profit)
5. Strong Guernsey network

*This role description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and the role description may be amended in consultation with the post holder.*

## Three main avenues for volunteering

### **Volunteer.gg**

Volunteer.gg has been created for those who are keen to volunteer some of their time to a charity or charities in Guernsey and is administered by the Association of Guernsey Charities. Volunteer.gg works to establish a link between charities or voluntary groups who require assistance, and potential volunteers. The site lists many opportunities for volunteering, from events to longer term positions.

### **An opportunity to use your professional skills and experience Guernsey Community Foundation –**

The Foundation runs a Volunteer Matching Programme which sources and mobilises volunteers with professional skills in business planning and strategy, advice on governance issues, finances and audit, marketing and PR, design, IT and places them within voluntary organisations that need their specific expertise. Visit [www.foundation.gg](http://www.foundation.gg) for more information on volunteering your skills through this scheme or contact Joni Nettleship on [joni@foundation.gg](mailto:joni@foundation.gg) or call 259523.

### **Go direct! Information on making contact with charities is available on the Association of Guernsey Charities [www.charity.org.gg](http://www.charity.org.gg)**

The AGC is a members' organisation supporting local charities. If you're not quite sure what you're looking for but are passionate about a particular charity or cause, the Association of Guernsey Charities' website – [www.charity.org.gg](http://www.charity.org.gg) – shares the contact details of all of its members. Details are on the website.

Guernsey Community Foundation –

