



We are recruiting for the following post: Trustee Position

We give hope to people affected by drugs and alcohol.

We help women, children and families find the strength and opportunities to make choices that lead to change. Not just for themselves, but for their families, their friends, and their communities. For all of us.

The Board are now **seeking to recruit a new Trustee** to support the continued ambition and growth of the organisation. We particularly welcome applications from:

- **People with lived experience of adult recovery**
- **People with experience in Safeguarding.**
 - **Child safeguarding**
 - **Adult safeguarding.**

This is a voluntary (unpaid) role, requiring you to attend a minimum of 5 meetings a year and contribute between meetings (usually around ½ day a month). We can pay travel and reasonable expenses. The meetings usually take place outside of working hours, weekday evenings.

To find out more:

visit our website www.oasisproject.org.uk

email recruitment@oasisproject.org.uk

telephone: 01273 696 970

If you would like to have an informal chat about this opportunity please contact and speak to Natalie Mendez, Interim CEO.

Process:

Please apply at this link **by 5pm on Monday 8th April 2024.**

Send a one (1) page cover letter and your curriculum vitae (CV) to:

recruitment@oasisproject.org.uk

We welcome you to let us know if you need any help, or reasonable adjustments, to help you apply.

We will contact you if we would like to discuss your application or invite you to an interview.

You can find out more about Oasis Project at www.oasisproject.org.uk



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Oasis Project Trustee Role Description and Person Specification

About Oasis Project

Who we are: For 25 years Oasis Project (Oasis) has been delivering services for women with drug and alcohol problems and children affected by drug use in the family. We are an award winning, innovative organisation aiming to empower those affected by substance misuse make choices that lead to change. Alongside drug and alcohol treatment services for adult women and specialist support for parents, we have dedicated services for children/young people affected by substance misuse in the family including therapy and a creche, a Sex Workers' Outreach Project, a service for women who have had children removed from their care and support for young people new to treatment.

Oasis Project is proud to hold an accreditation as a Trauma Informed organisation. Our Brighton Adult Service provision is registered with the CQC with a rating of 'Good' and we are hold an award from the Centre for Social Justice.

Role description

The Board of Trustees has, and must accept responsibility for, directing the affairs of Oasis Project, ensuring it is solvent and well managed, and that it acts within its charitable 'objects'.

Trustees are expected to support the strategic direction of Oasis Project but are not expected to be involved in day-to-day operational considerations.

The following role description should be read in conjunction with the Duties and Responsibilities of a Trustee details of which can be found on the Charity Commission website under "The Essential Trustee" see <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

Some people may be disqualified from becoming a charity trustee. You can check these reasons here: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

As a member of the Board of Trustees:

- Set and maintain the vision and values of Oasis Project;
- Develop direction, strategy and planning and ensure there is suitable structure and resources in place;
- Approve policies and procedures to govern organisational activity;
- Establish and maintain systems for reporting and monitoring;
- Manage risk and ensure compliance and accountability with the governing document, external regulators and the law;
- Ensure that the finance affairs of the organisation are conducted properly and are accurately reported;
- Remain an enthusiastic, passionate, knowledgeable and active trustee;
- Attend and contribute at board meetings and sub-group meetings as necessary on a regular basis and attend the annual AGM meeting. (Board meetings are bi-monthly).



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Meetings

Management Committee meetings take place every 2 months, in Brighton (city centre). The dates for our 2024 meetings are:

Tuesday 21st May

Tuesday 16th July

Tuesday 17th September

Tuesday 19th November

Tuesday 21st January (2025)

Sub-committees also usually meet every 2 months but can sometimes be more ad-hoc.

The time and location of meetings may change as the location and availability of trustee's changes over time. Trustees may also hold an away day.

Person specification

Members of Oasis Project's Board of Trustees will require:

- A commitment to the vision, values, aims and objectives of Oasis Project and to promoting the interests of children and young people with special educational needs and disabilities and their families.
- A willingness to devote time and effort to the work of the Board and the capacity to (prepare for and) attend regular meetings and contribute to the work in between meetings, e.g. via email.
- The ability to exercise sound and independent judgement while working effectively as a member of a team.
- To be over the age 16 or over
- A demonstrable understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an appreciation of the personal implications.
- A demonstrable commitment to the seven principles outlined in the charity code: organisational purpose, leadership, integrity, decision making/risk/control, board effectiveness, diversity, openness & accountability – see <https://www.charitygovernancecode.org/en/front-page>
- The specific skills and experience that are required by the Board to ensure that, collectively, it has the breadth and depth of expertise it needs to fulfil its governance and oversight role.

Support Available

We are aware that taking on a trusteeship can be a daunting experience. Trustees will be taken through their responsibilities and supported by the CEO and Chair to understand and develop in their trustee role.

A full trustee induction is provided for new trustees, including: -

- 1:1 meeting with Chief Executive / Chair;
- Induction pack;
- Participation in relevant training courses;
- The opportunity to have a trustee mentor.



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Trustees are encouraged and supported to develop their skills, knowledge and understanding. An annual audit of skills, knowledge and understanding is also used to identify any gaps and to recruit to vacancies on the Board.

Trustees' out of pocket expenses are reimbursed (including travel costs) and learning / training costs are covered by the organisation's training budget, when approved in advance and in accordance with requirements of the role.

Thank you for your application and interest in supporting Oasis Project.



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