

# Trustee and Adviser Person Specification



We would like you to be **committed** to:

- EDA's objectives
- The Social Model of disability
- The goal of disability equality

These **abilities** are essential, but if you need support or training to do them, we can help:

- To think creatively, consider the long-term, and include all disabled people in your plans
- To commit time to the Board (see below)
- To work with other working groups as they develop
- To represent the organisation
  - o at public meetings
  - o to the media
  - o on specific pieces of work with other groups
- To attend training and development activities
- To process and comment on information
- To value and respect the people you work with

## Skills, knowledge and experience

For the **Trustee role**, the most important experience is of living as a disabled person, and being able to understand how other people may feel.

EDA needs this valuable experience together with what you may be able to offer from the list below.

For the **Adviser role**, we ask that you have **at least one** of the following, and would be able to offer informal training to colleagues:

- Financial management experience, eg. budgeting or accounts
- Media and communications experience
- Expertise generating income, whether it is from fundraising, gaining contracts or working in the private sector
- Human resources knowledge, such as managing staff and policy
- An understanding of the Health and Social Care field
- Knowledge of the law, particularly in the areas of contracting, employment, human rights and equality/diversity
- Experience of governance, perhaps from working with the Board of another organisation

### **Time commitment and nature of involvement**

Trustees are expected to attend the Board's bi-monthly meetings (which last approx 2 hours and currently take place at Community House from 5.00-7.00pm on a Monday evening).

You may be asked to represent the organisation at local networks, which take place at a range of locations and times, but we are realistic about other commitments you may have.

In addition to this, there will be a range of sub-groups and working groups that feed in to the Board, and we would encourage all Trustees and Advisers to work with at least one such group.

Advisers are asked to share their skills by providing some informal training to colleagues, and are welcome to join meetings. However, it would also be possible to engage by email, video conferencing and by working on short-term pieces of work where your particular skills are required.

### **Expenses**

We are able to reimburse travel expenses, and meet most access needs you may have in order to attend.