



Elisabeth Curtis Centre

Riding for the Disabled

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We are looking for a trustee to maintain a portfolio that is **HR** focused, this includes:

- Defining and embedding best practise for policies and processes within HR.
- Helping build a HR strategy including learning and training needs.
- Supporting line management duties.
- Managing any HR related projects. An example being our procurement of a Employee Assistance Programme (EAP) or our Lone Worker tools.
- Keeping up to speed with, and sharing HR best practice.
- Provide SME guidance in the team, looking at risks and opportunities from a HR lens.

We are looking for a trustee to maintain a portfolio that is **Marketing and Promotions** focused, this includes:

- Building a marketing plan including social media and in print.
- Supporting a strategic brand review.
- Building an insights capability within the organisation to better highlight the good work we do to members and funders.
- Working with a team of volunteers and team members (staff) to design and deploy marketing material, newsletters and communications.
- Keeping up to speed with, and sharing marketing and insights best practice.
- Working with the press and other third parties to spread news and messaging of ECC.
- Manage marketing and promotional led projects, e.g. The development of new newsletter and poster designs.
- Provide SME guidance in the team, looking at risks and opportunities from a marketing lens.

We are looking for a trustee to maintain a portfolio that is **Treasurer** focused, this includes:

- Building a robust strategic finance plan.
- Manage day to day financial matters, working with our Bookkeeper and Accountant.
- Use of Xero platform to support financial reports for trustee meetings and monitoring of expenditure and income.
- Management of Bank accounts with other trustees, in line with our policies and procedures.
- Supporting applications for grants and financial support.
- Supporting cash and cheque banking – Not mandatory.
- Keep up to speed with and share Treasurer and financial best practice.
- Provide SME guidance to the team, looking at risks and opportunities from a treasurer / finance lens.

Find us on 



A Member Group of Riding for the Disabled Association Incorporating Carriage Driving

Riding for the Disabled Association Charity Number: 244108

President: HRH The Princess Royal K.G., G.C.V.O

Elisabeth Curtis Centre; a Company limited by Guarantee

Number: 7302917; Charity Number: 1137217