

We are the Elisabeth Curtis Centre, a purpose built Riding for the Disabled centre on the outskirts of Bedford in the village of Bromham. We're an independent charity and a member of the national Riding for the Disabled Association (RDA UK), supporting over 80 participants with the support of over 100 volunteers in the last year.

We provide our participants the therapy, fitness, skills development and the opportunity to achieve through the use of our fabulous herd of 9 horses and ponies. We have extensive need for our services and are excitingly working to further enhance and develop our offering to cater to more and new needs.

Now is an exciting time to join us on our journey in the role of **Social Media, Marketing and Communications portfolio holder** on a **voluntary** basis.

Being a trustee is a role that offers significant rewards, from personal satisfaction and skill development to enhanced professional reputation and the ability to make a lasting impact. Whether you're passionate about a specific cause or looking to broaden your horizons, serving as a trustee can be a profoundly enriching experience.

Trustee Role – Social Media, Marketing and Communications	
<b>Main purpose &amp; overview of role</b>	<p>The Board of Trustees is responsible for the management of the affairs of the Elisabeth Curtis Centre, Riding for the Disabled.</p> <p>This is conducted through meetings and sub-committee working groups which follow agreed processes and procedures.</p> <p>The board reports back its progress to its 'members' through the annual AGM and any ad-hoc meetings that should be called. It is also responsible for reporting back to regulators and government bodies such as Companies House and Charity Commission.</p> <p>This is a voluntary unpaid role.</p>
<b>Responsibilities and activities</b>	<p><b>The duties of a trustee board member are to:</b></p> <ul style="list-style-type: none"> <li>• Show good due-diligence and be sensible in completion of their duties.</li> <li>• Maintain the organisation within the charitable objectives.</li> <li>• Maintaining confidentiality and discretion regards to the affairs of the centre.</li> <li>• Working with the policies and procedures agreed by the board.</li> </ul>

	<ul style="list-style-type: none"> <li>• Working to actively promote the work of the centre within the wider community.</li> <li>• Provide the necessary information to comply with the requirements of regulatory and other statutory bodies</li> <li>• Comply with the Charity's code of conduct, conflict of interest policy and professional standards by behaving in a professional manner at all times and promoting the charity's policies including Equality and Diversity</li> </ul> <p>In addition to the above statutory duties of a trustee, each trustee maintains a portfolio of responsibility based on their skills, knowledge and experience.</p> <p>We are looking a trustee to maintain a portfolio that is <b>Social Media, Marketing and Communications</b> focused, this includes:</p> <ul style="list-style-type: none"> <li>• Building a marketing and communications plan including social media and print.</li> <li>• Supporting a strategic brand review.</li> <li>• Building an insights capability within the organisation to better highlight the good work we do to members and funders.</li> <li>• Working with a team of volunteers and team members (staff) to design and deploys marketing material, newsletters and communications.</li> <li>• Keeping up to speed and sharing marketing and insights best practice.</li> <li>• Working with press and other third parties and spread news and messaging of ECC.</li> <li>• Managing marketing and insights led projects, such as our development of new newsletter and poster designs</li> <li>• Provide SME guidance in the team, looking at risks and opportunities from a marketing lens</li> </ul>
<p><b>Qualities and experience required</b></p>	<p><b>Each trustee must have:</b></p> <ul style="list-style-type: none"> <li>• A commitment to the purpose of the charity</li> <li>• Willingness to meet for the time required.</li> <li>• Integrity.</li> <li>• Strategic thinking and vision.</li> <li>• Sound, independent judgement.</li> <li>• Creative thinking, at RDA its "What you can do that counts".</li> </ul>

	<ul style="list-style-type: none"> <li>• A sound understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship of a small charity.</li> <li>• Effective team player, working with a trustee team and wider volunteer team and to take decisions for the good of the charity.</li> </ul>
<b>A commitment to the role and time required</b>	<p>We currently meet monthly at the centre in person for approx. 3 hours at a time, this is after standard work hours. For occasions you are not able to join a meeting hybrid meetings can be used via MS Teams, however the expectation is for face to face</p> <p>We will be holding at least 2 all day strategy meetings each year, on days that is mutually agreeable to the board.</p> <p>Trustees are expected to keep up to date with board and other documents and contribute to email discussions offline.</p> <p>Trustees must be willing to attend the Annual General Meeting (AGM) and any other General Meetings called by the membership.</p> <p>Trustees are encouraged to partake in other activities at the centre such as volunteering in sessions or other activities, attending events and fundraisers.</p>
<b>DBS checking</b>	A volunteer application form is required and references are taken in adherence with our Safe Recruitment Policy along with DBS checks.
<b>What can you expect from volunteering at Elisabeth Curtis Centre RDA</b>	<ul style="list-style-type: none"> <li>• Induction and training to support your role at the centre.</li> <li>• Provide you with the policies, procedures and standards of the organisation in relation to your role</li> <li>• Provide an accessible complaints procedure</li> <li>• Agreed out of pockets expenses to be re-imbursed inline with relevant procedure.</li> </ul>
<b>Interested?</b>	Please contact the chair, Kyle Palmer, via e-mail <a href="mailto:kyle.palmer@elisabethcurtiscentre.co.uk">kyle.palmer@elisabethcurtiscentre.co.uk</a> for further details.