

Epsom RDA

Trustee Job Description

Property, maintenance and facilities

Epsom RDA provides opportunities for disabled people to improve their health and well-being through the therapeutic power of horses.

We are a thriving charity providing therapy, fun and achievement for over 200 disabled participants delivered by a team of volunteers and our own herd of ponies. We have exciting plans for growth and to increase the range of activities we offer.

To assist us in this we are looking for a new trustee with responsibility for **property, facilities and maintenance**. We are looking for someone with excellent organisational and project management skills, and with a desire to drive improvements and get things done.

As we are entirely run by volunteers, trustees need to be hands on and be able to collaborate with volunteers to achieve our aims. We foster an environment that is inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that we can reflect the community we serve.

Key activities:

- Maintain responsibility for our strategic and future facing activities including:
 - Developing a forward plan of investments to ensure that our facilities match our improvement and growth ambitions;
 - Proactively considering how our facilities can be improved to support to our rider, participant and volunteer experience;
 - Continually looking for new opportunities, keeping up to date with the work of RDAs across the country and seek out new ideas and opportunities;
- Support our team of skilled maintenance volunteers to ensure that essential works and repairs at our 16-acre site are delivered promptly and to a high standard including:
 - Source and manage external suppliers for major and specialist works, seeking quotes, overseeing delivery and ensuring value for money;
 - Manage a regular programme of maintenance and compliance activities, including on fire safety, electrical testing, tree maintenance and pest control;
 - Oversee administration of our corporate volunteer days;
 - Work with our treasurer to ensure timely payment of all relevant invoices, both in terms of regular works e.g. utilities as well as major projects;
 - Attend occasional call outs out of hours (less than once per year and in partnership with our health and safety trustee and Chair)
- Develop and maintain policies and plans including on compliance, health and safety and resilience and be a core member of the Finance, Performance and Governance Sub-Committee;

Skills and attributes:

- Excellent organisational and project management skills;
- A willingness to learn, curiosity and commitment to improvement;
- An understanding of our service users and their needs;
- The ability to build trusted relationships with a variety of people including volunteers, suppliers and fellow trustees.

Whilst there are no set hours, given the hands-on nature of our trustee roles, the successful candidate will need to commit to an average of three hours per week and to be on site approximately twice per month.

To apply, please email Laura.Hales@epsomrda.org.uk with a personal statement of no more than one page, setting out how your skills, experience and interests would make you a good fit for the role.

For an informal chat about the role, please email Laura.Hales@epsomrda.org.uk