



Epsom RDA

Trustee Job Description

Volunteering Trustee

Epsom RDA is a Charitable Incorporated Organisation (CIO) founded in 1969. Our aim is to provide disabled people with the opportunity to ride to benefit their health and well-being in the Surrey and South East area. Epsom RDA is run and managed entirely by volunteers.

We are a thriving charity providing riding for therapy, fun and achievement exclusively for disabled participants. We provide riding for 300 disabled participants, delivered by a team of 200 volunteers and our own herd of ponies.

2022 will be an important year in our development. As we emerge from Covid, we have exciting plans to increase the range of activities we offer our participants. We are also committed to the development of a new indoor riding school to improve the experience for all our participants and volunteers.

To assist us in this we are looking for a new Trustee. You don't need to know anything about horses, but you will need a **desire to help a flourishing local charity to grow further**. As we are entirely managed and run by volunteers Trustees need to have a hands on approach to collaborate with other volunteers to achieve our aims. Good communication and people skills are a necessity.

All the Trustees have lead responsibility for specific areas. This vacancy is for a Trustee who will have responsibility for **Volunteering**. It is a role which provides an exciting opportunity to help shape the future of our Group and make a valuable contribution to our community.

A core requirement of the role is the **development of a Volunteering strategy** that supports the vision and aims of the Group with emphasis on growing the number of people who volunteer and ensuring we maintain a culture that inspires volunteers to remain with the Group. Working with the other trustees and a team of volunteers, responsibilities will include:

- Researching and promoting volunteer recruitment opportunities
- Ensure compliance with best practise volunteer recruitment, management and training
- Oversight of volunteer starter, leaver and change procedures
- Along with other Trustees, contributing to the project to review and improve the group's use of IT.

This role would suit someone who has experience of managing volunteers or operating in a charity or voluntary setting. More important though is, a commitment

to improving the way things are done, a good eye for detail and the ability to work as part of a team. Some knowledge of the equestrian world would be useful but not essential.

Whilst there are no set hours, given the hands-on nature of all of our trustee roles, the successful candidate will need to commit to a minimum of three hours per week on average.