



ROLE DESCRIPTION

Role Title: Wellspring Healthy Living Centre Trustee

Responsible for: All staff employed by Wellspring Healthy Living Centre

Role Summary:

To promote the health and wellbeing of local residents by working in partnership with other organisations and residents with the aim of improving the conditions of life for residents. To run Wellspring Healthy Living Centre for the benefit of local residents and tenants.

General Key Tasks:

- Ensure the organisation runs according to the rules laid down in the constitution.
- Look after the beliefs and values at the heart of the organisation.
- Ensure the organisation has a clear direction & strategy for present and future work
- To ensure that staff report on what they do, why they do it, and what impact it has
- Comply with all external regulations of all aspects of the business and accountable for any funding that the company has.
- Formulate policies
- Make sure that there are adequate financial resources
- Risk Management – look at risks to the organisation internal and external and identify solutions.
- Understand and respect the relationship between board and staff.
- Enhance the organisation's public image
- Take responsibility for all aspects of health and safety and a commitment to equal opportunities for staff and service users.
- To undertake any other reasonable duties commensurate with the post.
- Work carried out must accord with current legislation, regulations, codes of conduct, procedures and policies of WHLC.
- Participate in training as required.

All Trustees are equally responsible for the activities of the organisation.

PERSON SPECIFICATION

Post: WELLSRING HEALTHY LIVING CENTRE TRUSTEE

Factor	Essential	Desirable
Qualifications		
Experience		<p>Experience of being a director or trustee</p> <p>Experience and enthusiasm for social and holistic models of health care</p>
Skills and knowledge	<p>Good communication skills, both written and verbal</p> <p>Able to communicate with people at all levels</p> <p>A willingness to learn and develop skills in all aspects of the role</p> <p>Good interpersonal, diplomacy and negotiating skills</p> <p>An understanding of deprivation issues and how they impact on the health of a diverse community</p>	<p>Knowledge of good health and safety procedures and practices</p> <p>Have financial administration skills</p>
Attitudes / Personal characteristics	<p>Personal Commitment to Equal Opportunities</p> <p>Willingness to work to rules of confidentiality</p> <p>Willingness to work as a resource to others</p> <p>Passion and understanding for community development work</p>	<p>Knowledge and understanding of the issues of the local area</p>