



## Tech & Digital Trustee

### Volunteer Role Description

**Role Title: Tech & Digital Trustee**

**Volunteer Trustee Board Member**

**Location: Remote**

**Time Commitment: Approx. 12 hours per month, including monthly board meetings 1.5hrs**

**Reports to: Chair of Trustees**

**About London Borough of Hounslow Swimming Club (LBHSC):**

We are a small but growing Swim Club charity dedicated to improving the physical and mental wellbeing of local people using sport. We foster community, inclusivity and diversity in swimming, providing opportunities for local people, especially youths, to gain vital life-saving swimming skills leading to becoming elite athletes should they wish. We deliver a range of fully funded, fee paying swimming, water safety and activity programmes. Additionally giving opportunities to young people to gain essential life skills, potentially leading to employability. Our mission is to create lasting impact for our Borough and its residents through innovation, compassion, and collaboration with like-minded organisations.

#### **Purpose of the Role**

The Tech & Digital Trustee will lead on shaping and overseeing the charity's digital strategy. They will help ensure that our use of technology strengthens our impact, increases efficiency, and aligns with our values. This trustee will guide the charity to use digital tools, data, and systems in an ethical, inclusive, and effective way.

#### **Key Responsibilities**

- Develop, support and oversee the implementation of a digital strategy that supports the charity's mission and long-term goals.
- Provide guidance to the Board and staff on digital transformation, technology trends, and innovation opportunities.

- Ensure that digital initiatives align with the charity's values, ethics, and data protection responsibilities.
- Act as the Board's lead on digital, ensuring digital capacity and risks are regularly reviewed.
- Support good governance in cybersecurity, data privacy, accessibility, and sustainability of digital tools.
- Help monitor the performance and impact of digital systems and projects.
- Work with staff and volunteers to build digital confidence and capability across the organisation.
- Advise on the effective and ethical use of digital communications, CRM systems, websites, and social media.
- Champion innovation and inclusivity, ensuring digital tools work for all beneficiaries and stakeholders.

### Person Specification

#### Essential:

- Experience in digital strategy, IT management, or technology implementation (in any sector).
- Strategic thinker with the ability to translate digital opportunities into practical action.
- Understanding of data protection, cybersecurity, and ethical digital practices.
- Commitment to the values and mission of London Borough of Hounslow Swimming Club
- Willingness to act as an active, engaged, and collaborative Board member.
- Knowledge of digital inclusion, accessibility, and online safety issues.

#### Desirable:

- Experience of working in or with the charity, social enterprise, or public sectors.
- Previous experience as a Trustee or non-executive director (training can be provided).

### Time Commitment

Attendance of online and face to face Board meetings.

Occasional involvement in working groups, digital projects, or strategic reviews.

Approx. 12 per month in total, flexible around other commitments.

### What You'll Gain

- An opportunity to use your skills to make a meaningful social impact.
- Experience of charity governance and strategic leadership.

- A chance to shape how a growing charity uses technology to achieve its mission.
- Membership to our swim club and Swim England (our national governing body).