



Volunteer Role Description – Trustee

Role Title: Trustee

Organisation: Carers Trust Solihull

Location: Solihull, with some remote attendance options

Time Commitment

- Around 4 Board meetings per year
- Attendance at key events where possible
- Preparation time for meetings and occasional additional input

Purpose of the Role

As a Trustee, you will help guide Carers Trust Solihull to deliver a safe, effective, and high-quality service for unpaid carers across the borough.

You will work with other Trustees and senior staff to set direction, oversee performance, and ensure the organisation meets its legal, contractual, and safeguarding responsibilities.

Your role is to provide oversight, challenge, and support, helping the organisation remain focused, accountable, and responsive to the needs of carers.

Key Responsibilities

- Contribute to the development of organisational strategy and priorities.
- Review and monitor performance, ensuring services meet agreed outcomes and KPIs.
- Provide oversight of risk, quality, and compliance.
- Support good governance, including safeguarding, data protection, and confidentiality.
- Ensure the organisation operates in line with its charitable objectives and legal responsibilities.
- Act in the best interests of the organisation and its beneficiaries.
- Contribute to Board discussions, offering constructive challenge and insight.
- Support the organisation's visibility and reputation within the community.

- Use your skills, knowledge, and networks to support the organisation where appropriate.

Service Alignment

Trustees play a key role in ensuring the organisation delivers against its commissioned service requirements, including:

- Responding to referrals and enquiries within required timeframes.
- Supporting increased identification and registration of carers.
- Ensuring carers receive high-quality information, advice, and support.
- Promoting a strengths-based approach across all services.
- Supporting equality, diversity, and inclusion in service delivery.
- Maintaining clear safeguarding accountability.
- Ensuring accurate data collection, monitoring, and reporting.

What You Will Bring

We welcome a range of experience. We are particularly interested in individuals with knowledge or experience in:

- Fundraising and income generation.
- Digital presence, marketing, or communications.
- Health, social care, or community services.

You should also be:

- Able to think strategically and contribute to discussions.
- Willing to ask questions and offer constructive challenge.
- Committed to improving outcomes for carers.
- Reliable and able to prepare for and attend meetings.
- Able to maintain confidentiality and act with integrity.

Previous trustee experience is not required. Support and induction will be provided.

Support and Requirements

- Full induction and ongoing support provided.
- Access to relevant training, including safeguarding.
- Enhanced DBS check may be required depending on involvement.
- References will be requested.
- Travel expenses reimbursed in line with policy.

What You Will Gain

- The opportunity to shape services that support carers across Solihull.
- Experience in charity governance and strategic leadership.
- Insight into commissioned services and partnership working.
- The chance to use your skills to create measurable impact.
- Being part of a committed and supportive Board.