**Express Group Fife **

**Volunteer Trustee**

|  |  |
| --- | --- |
| **About this opportunity:** | Express Group Fife is a charity working with people who require support to improve and/or maintain their mental health and wellbeing. The aim is to promote positive mental wellbeing by providing a safe place for sharing experiences and peer support in a group setting. There are currently twelve groups in nine locations across Fife each week.  We are looking to recruit enthusiastic people to join the Board of Trustees who along with other Trustees will be responsible for setting the strategic vision and direction of the organisation.  Particularly, we are looking for someone to take over the role of a Treasurer.  The Board needs a range of skills, but commitment and enthusiasm are most important. Experience of working in the third sector, management and health or social will be an advantage. Experience in accounting, budgeting, financial controls and fundraising will also be appreciated.  A Treasurer will play a key role in overseeing the financial governance and health of the charity in collaboration with the Board of Trustees, Service Manager and Admin Officer to ensure effective financial management and strategy in line with all legal and compliance obligations. |
| **Takes place:** | The Board usually meets every second month for a maximum of two hours, currently at 1.00pm on Wednesdays via Teams, but this could change in the future depending on the needs & commitments of Board members. AGM at New Volunteer House in Kirkcaldy. |
| **Minimum age:** | 18 |
| **Maximum age:** | No upper age limit. |
| **Training provided:** | Induction by the Service Manager & existing Board members. Free training on Trustee role and responsibilities available via Fife Voluntary Action. Ongoing support from the Service Manager and existing Board members. Ongoing training for Trustees available via Fife Voluntary Action. |
| **Reasonable out of pocket expenses paid?** | Yes, |
| **Experience required:** | An interest in the voluntary sector and/or mental health. A knowledge of accounting, financial controls and/or fundraising would be an advantage. |
| **Restrictions on who can volunteer** | Appointment subject to Protecting Vulnerable Groups Scheme (PVG). |
| **Application process:** | Application Form, Informal Chat, References, PVG. |
| **Taster available?** | No, not for this opportunity. |
| **Travel Details** | Any necessary travel expenses will be reimbursed at 45p per mile. |