



PERSON SPECIFICATION

| TRUSTEE | Essential | Desirable |
|--|------------------|------------------|
| EXPERIENCE IN ANY OF THE FOLLOWING:- | | |
| Fundraising & Income Generation | | ✓ |
| Patron, donor & supporter recruitment & liaison | | ✓ |
| Digital Funding | | ✓ |
| IM&T / web design / Social Media | | ✓ |
| Retail Management / Development | | ✓ |
| Marketing, Public Relations & Communications | | ✓ |
| Voluntary Sector or Health / Social Care | | ✓ |
| Commercial, business and/or professional management | | ✓ |
| Human resources / Volunteer Management | | ✓ |
| Governance | | ✓ |
| Board or Committee work | | ✓ |
| KNOWLEDGE, SKILLS AND ABILITIES | | |
| Commitment to the mission and values of the Sara Lee Trust | ✓ | |
| Knowledge of the community served by the Sara Lee Trust | | ✓ |
| Able to act as an Ambassador for the Trust | ✓ | |
| Good communication & interpersonal skills | ✓ | |
| Ability to act reasonably and responsibly when undertaking the duties of a Trustee | ✓ | |
| Ability to appreciate, understand and value diversity in a non-judgmental manner | ✓ | |
| Ability to maintain confidentiality regarding sensitive and confidential information | ✓ | |
| Ability to work as a member of a team and independently | ✓ | |
| Understand the importance and purpose of meetings and be committed to preparing for them adequately and attending them regularly | ✓ | |
| Ability to analyse information and when necessary challenge constructively | ✓ | |
| Ability to respect boundaries between day to day operational and governance functions | ✓ | |
| Ability to be constructive about other Trustees opinions in discussions and in response to staff members contributions at meetings | ✓ | |
| Strategic vision | ✓ | |
| Ability to think creatively | ✓ | |
| Enthusiasm | ✓ | |
| GENERAL | | |
| Are not disqualified by law from acting as a trustee under sections 178-180 of the Charities Act 2011 | ✓ | |
| Aged over 18 | ✓ | |