



Finance Trustee

This is an exciting opportunity to get involved in an engaging, decision making role in a charity that inspires and empowers young disabled adults to live fulfilling, independent lives – promoting personal development through the arts.

About the Orpheus Centre

The Orpheus Centre is a charity and college which supports young disabled adults aged 18-25 to learn essential life skills, gain formal qualifications and prepare for future employment.

There are currently 66 students with 21 living on site in Godstone, Surrey. Students come from across the UK and all have a love of the arts.

Started by lyricist and musician Sir Richard Stilgoe, the organisation offers learning, care and development opportunities at the college and in the wider community, working with professional artists, businesses and other charities.

The overall aim is to equip the students with the skills they need to live as independently as possible and to pursue their chosen careers.

Our core values are to be Joyful, Bold, Inclusive, Resilient and Determined. These values are the foundations for all our work and are what the organisation stands for.

Why should you apply?

Orpheus is a vibrant Independent Specialist college for young disabled adults who have a passion for the arts and a desire to live independently. Orpheus believes that disabled people should have the same opportunities as their non-disabled peers.

The Board of Trustees are looking for a new Trustee who is passionate about our vision to empower and equip young disabled people with the skills and confidence they need in order to live independent and fulfilling lives in the community.

Time commitment

The time commitment is between 7 and 12 days per annum, including four Board meetings including the AGM (mainly in person), four committee meetings (mainly virtual), one or two awaydays and ad-hoc attendance.

What will you be doing?

The Board of Trustees is responsible for the overall governance and strategic direction of Orpheus, developing the organisation's aims, objectives and goals in accordance with the governing document and with legal and regulatory guidelines.

The role of the Finance Trustee includes all the above, but with a particular focus on the financial stability and wellbeing of the Orpheus Centre. As a member of that committee, you will play a full and active part in the work of the Finance and HR Committee, and in ensuring that the Board fulfils its responsibilities for the governance of the Orpheus Centre in relation to finance and HR. You will



also work closely with the Chief Executive, Director of Finance & Operations and Head of HR (as well as with the Board Chair and the committee Chair) to support them in achieving the aims of the Orpheus Centre in the areas of finance and HR.

Your responsibilities will include:

- monitoring the charity's financial management, and seeking assurance that ensuring expenditure is in line with Orpheus objects;
- liaising as necessary with the Chair of Trustees, Chair of Finance and HR Committee, Chief Executive, Head of Finance and Head of HR;
- supporting the Finance and HR Committee and Board to monitor Orpheus' financial viability;
- monitoring the financial processes and procedures for the control of Orpheus' assets;
- advising on the financial implications of Orpheus' strategic plan;
- reviewing the annual accounts and, if necessary, liaising with the Orpheus Centre's external auditors to ensure the accounts are compliant with current SORPs;
- reviewing the auditors' representation letter and monitoring and advising on any necessary remedial measures;
- ensuring that you undertake a thorough induction programme;
- monitoring progress in implementing decisions taken at committee meetings and keeping in close touch with the work of the Finance and HR Departments in general – while always respecting the boundary between the respective roles of executives and non-executives;
- assessing and monitoring risks relevant to the finance and HR functions of the Orpheus Centre;

and

- monitoring and scrutinising performance data within the Finance and HR Departments.

How to apply

If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. Please note that the covering letter is an important part of your application.
- Contact details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you; referees will not be contacted without your prior consent.

If you have any questions or would like to arrange a call to discuss the role, please email HR@orpheus.org.uk or call 01883 744664 to speak to our Head of HR.

To submit a full application please send your CV and cover letter to: HR@orpheus.org.uk.

The Orpheus Centre is proud to be a disability confident employer

We have made a positive commitment to employing disabled people. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no-one is disadvantaged because of their disability. If a disabled person is selected for a position, reasonable adjustments will be made to the workplace, including premises and equipment, work duties and practices or policies, as appropriate. All disabled applicants who meet the minimum



criteria for the role as set out in the role profile and person specification will be considered for interview.

As a Disability Confident Employer, we are:

Challenging attitudes towards disability

- Increasing understanding of disability
- Removing barriers to disabled people and those with long-term health conditions
- Ensuring that disabled people have the opportunities to fulfil their potential and realise their aspiration

For a role description, person spec and Candidate Information Pack, go to

<https://tinyurl.com/5aycb75n>



Finance Trustee Role Description

Post:	Trustee [Finance]
Reports to:	Chair of the Board of Trustees
Term:	3 years, renewable to a maximum of 9 years
<p>The mission of the Orpheus Centre is to inspire and empower young disabled students to live fulfilling, independent lives – promoting personal development through the arts. All staff and volunteers are expected to understand and contribute to the Orpheus Centre ARTS Strategy, details of which are articulated in annual operational plans.</p> <p>Our core values are to be Joyful, Bold, Inclusive, Resilient and Determined. These values are the foundations for all our work and are what the organisation stands for.</p>	
<p>Safeguarding</p> <p>Orpheus is committed to safeguarding, to the promotion of equal opportunities and to the welfare of all service users. All Trustees are classed as having a high degree of contact with vulnerable adults. Their roles are exempt from the Rehabilitation of Offenders Act 1974 and are therefore subject to an Enhanced disclosure through the Disclosure and Barring Service.</p>	
<p>Orpheus Board members are Trustees of the charity under charity law. 'Trustee' is used in this role description to describe the role. This document focuses first on the role and responsibilities of all Orpheus Trustees, then on this specific role. After that, it sets out the person specification for all Orpheus Trustees and then the particular elements considered essential or desirable for this role.</p>	
<p>Overall purpose of the Board</p> <p>The Board of Trustees is responsible for the overall governance and strategic direction of Orpheus, developing the organisation's aims, objectives and goals in accordance with the governing document and with, legal and regulatory guideline.</p>	
<p>Main duties and responsibilities of Trustees</p> <ul style="list-style-type: none">• To ensure that Orpheus and its representatives function within the legal and regulatory framework of the sectors in which it operates and in line with its governing document• To determine the overall direction and development of the charity through clear strategic planning• To strive continually for best practice in governance, so as to inspire public confidence and trust in the charity	

- To act at all times in the best interests of Orpheus, its beneficiaries and its future beneficiaries
- To ensure sound management of Orpheus' resources, and ensure that expenditure is in line with its objects
- To promote and develop the charity in order for it to grow and maintain its relevance to young disabled adults.

General role description for Trustees

- To ensure Orpheus' effective and efficient administration, including the management of its resources, property and funds
- To carry out monitoring visits as requested
- To contribute to Orpheus' risk management policy and activities
- To approve Orpheus aims and strategy, and to evaluate performance against agreed targets
- To act as a signatory or counter-signatory as required
- To maintain absolute confidentiality about all sensitive/confidential information received in the course of work as a Trustee
- To participate, as necessary, in the appointment, support and performance monitoring of the CEO
- To support the interviewing, appointment and performance management of senior staff members as requested by the executive team
- To attend and participate in Board meetings and appropriate Board committee meetings
- To evaluate own performance and complete appropriate training to carry out the role.

Accountability

The Board is accountable to a variety of stakeholders, including service users, members, funders, the Charity Commission, and Companies House.

Health and safety

Trustees should be familiar with relevant health and safety regulations, policies and procedures and ensure they are adhered to within their area of responsibility. They should be aware of and follow fire policies and procedures, ensuring students', staff members' and volunteers' safety and welfare at all times.

Equality and diversity

Trustees should:

- Enforce the zero tolerance policy of all forms of victimisation, discrimination and harassment in the workplace
- Be tolerant of differences and use respectful language
- Ensure professional standards and boundaries are clear
- Treat everyone respectfully.

Financial



Trustees must ensure that they comply with policies and procedures regarding financial management, which includes acceptance of gifts.

This is not a full list of Trustees' duties and responsibilities, and they are subject to change over time. All duties must be carried out in accordance with Orpheus' equality and diversity policy, recognising and respecting the diversity of all who live and work at Orpheus.