



RSPCA Lancashire East Branch

Your LOCAL branch, caring for LOCAL animals

Registered Charity No: 232253

Role Outline - Branch Trustee

Volunteer Role:	Branch Trustee
Charity:	RSPCA Lancashire East Branch (Reg. Charity No: 232253)
Location:	Home Based
With Occasional Travel To:	RSPCA Lancashire East Branch Animal Centre Nearer Holker House Farm Enfield Road Altham Accrington BB5 6NN and RSPCA Lancashire East Branch Charity Shop 6 St James Street Burnley BB11 1NG
Reports To:	Trustee Board of the RSPCA Lancashire East Branch (the Board)

1. Overall Purpose of the Role

Trustees manage the affairs of the RSPCA Lancashire East Branch (the Branch) to promote and provide animal welfare services within the designated local area.

As a Trustee you will have the chance to influence how the RSPCA cares for and prevents cruelty to animals by contributing to the strategic development, governance and leadership of the Branch.

2. Principal Responsibilities

To work with your fellow Trustees and; in consultation with the Chief Executive Officer (CEO), the Senior Management Team (SMT) and designated national RSPCA staff (normally the Branch Partnership Manager [BPM]), to make decisions in the best interests of the Branch, this may include the following volunteer activities:

Governance

- To be familiar with and support the aims and policies of the RSPCA
- To be familiar with the RSPCA Branch Rules and follow them at all times
- To attend and actively participate in Branch committee meetings (normally 2-3 hours monthly) and attend the Branch annual general meeting
- To appoint the Branch Officers (Chair, Secretary, Treasurer [role outlines available])
- To be aware of the outcome of Regional Board meetings and support regional initiatives

Strategy & Planning

- To develop, implement, monitor & review a Branch business/development plan; in consultation with both the CEO/SMT & the BPM; setting out the short, medium and long term aims of the Branch
- To ensure the Branch has the resources and infrastructure available to support the delivery of animal welfare activities across the Branch area

Trustee Training & Recruitment

- To attend Trustee induction training and understand the role and responsibilities of a Trustee
- To actively promote and advertise the RSPCA in an ongoing programme to recruit new Trustees and volunteers
- To welcome new Trustees and volunteers to the branch

Health & Safety

- To complete all relevant health & safety training, including online training modules

While at work staff & volunteers are required:

- To take care of their own health and safety and that of others who may be affected by their acts of omissions
- To ensure that they follow all procedures laid down in the health and safety manual and as instructed
- To cooperate with all Branch and Society policies and procedures for health & safety
- To report any health and safety concerns to the relevant member of the SMT/duty manager

General

- Trustees are elected for a 12 month term at the Branch AGM

3. Role Context

- Work is carried out in accordance with Branch procedures which are governed by the RSPCA Branch Rules, the RSPCA licensing regime, the Society's veterinary guidelines and other relevant RSPCA policies, procedures and advice
- Trustees are supported by fellow Trustees, the CEO and the BPM

4. Training & Support

- Training in the specific role will be provided as part of the Trustee induction process
- All volunteers are required to undertake basic online Health & Safety (H&S) training as part of the volunteer induction process: this is a requirement of our insurers and upon completion ensures the volunteer is covered by our insurance provider (n.b. we can facilitate access to online training if you are otherwise unable to access the course)
- Volunteers are encouraged to sign up for the Learning Hive (the RSPCA's online training facility), which gives them access to a range of RSPCA training courses, including RSPCA standard procedures training

5. Additional Information

- Trustees must be aged 18 or over and are encouraged to become a member of the RSPCA (n.b. to stand for election at the AGM an individual must have been be a Branch member for at least 3 months prior to the meeting at which they seek election to the Board)

- Trustees must sign a Trustee Declaration of Willingness to Act to clarify that they are not disqualified from being a trustee and that they accept the post
- Trustees will need to work with people and have good interpersonal skills
- Trustees do not need to be an expert although commitment, common sense and the ability to be objective is vital
- Specific skills in areas such as finance, fundraising, social media, marketing, project management, business experience, awareness of employment and/or charity legislation can be useful, but are not essential
- For more information on becoming a Charity Trustee, and to ensure it's the right decision for you, we recommend visiting the following page on the Charity Commission website: [Charity Trustee: What's Involved](#)

(n.b. this role outline is a statement of the volunteer role as of June 2023. It should not be seen as precluding future changes that may be deemed necessary by the Trustees)

Person Specification

Volunteer Role: Branch Trustee

<i>Requirements</i>	<i>Essential</i>	<i>Desirable</i>
<i>Education</i>	<ul style="list-style-type: none"> • Good general level of education 	<ul style="list-style-type: none"> • Degree level qualification • Professional/Management qualification
<i>Experience</i>	<ul style="list-style-type: none"> • Leadership role within a diverse and dispersed multi-site team • Experience of developing and managing in a changing organisational environment • Ability to set and deliver strategic priorities • Ability to manage sizeable budgets (circa £500,000 - £1m) • Experience in managing a wide range of people management issues 	<ul style="list-style-type: none"> • Experience in management & leadership at a senior level • Experience of producing business plans and reports • Demonstrable experience of leading and delivering projects • Budget management experience • Experience in managing staff performance including annual reviews and regular one-to-ones • Training, coaching & mentoring skills • Previous experience in the charitable sector • Previous experience as a charity trustee • Experience of working with volunteers • Experience of Board level reporting (Directors or Trustees)
<i>Special Skills & Knowledge</i>	<ul style="list-style-type: none"> • Good oral and written communication skills. • Good interpersonal skills including the ability to communicate at all levels 	<ul style="list-style-type: none"> • Knowledge of animal welfare issues, particularly as they relate to RSPCA policy and practice • Understanding of the need for confidentiality and ability to observe GDPR (data protection) requirements • Basic knowledge of health and safety regulations • Basic IT skills (ideally with demonstrable experience in Google Docs/Sheets), use of email and social media
<i>Personality & Disposition</i>	<ul style="list-style-type: none"> • Willingness to learn and acquire new skills through training • Personable and with an open, positive approach to new ideas coupled with drive and enthusiasm 	<ul style="list-style-type: none"> • Ability to remain calm under pressure

	<ul style="list-style-type: none">• A flexible and collaborative approach to colleagues both staff and volunteer• Honest, trustworthy and reliable	
Special Circumstances	<ul style="list-style-type: none">• Sympathy for animal welfare and the work of the RSPCA	