Trustee role description

Organisation Name and Contact details: Calne Wordfest

[Contaimprinfo@calnewordfest.co.uk](mailto:Contaimprinfo@calnewordfest.co.uk) Helen- 07816133352

Opportunity: Trustee

Aims of Wordfest:

* Wordfest aims to celebrate and improve literacy skills in the Calne community area. Our aims and values are available on our website.
* Wordfest run activites and long term projects in Calne
* Projects focus on one area of the community and often produce or create something, or work directly with a group of people.

Aims of the role:

* Leadership team for the organisation, ensuring the legal governance and strategic direction of the charity.
* Lead project group work and programmes of work
* promote the aims of Calne Wordfest in the community
* Build a team to coordinate activities and events
* Seek sustainability and funding for the organisation.

Tasks and activities

* Attend core committee meetings and contribute to governance documents
* Attend the AGM
* Attend meetings for your project work when you can or keep up to date with people in the group
* Take achievable tasks from the group that fit with your capacity
* Liaise with different individuals and organisations
* Understand the issues surrounding low literacy in your project area
* Promote the group through your own networks
* Assist in running events and activities that arise from the project group
* Contribute to funding applications.

Skills and other requirements

* A desire to work with the community
* A desire to improve your own skills or support others to do so

Non essential:

* Experience or knowledge of working with groups of people
* Experience or knowledge of a particular subject
* Experience or knowledge of charity or VCSE governance

Support for the role

* Where training is needed we will look to provide some
* Information on literacy and your project area available
* The role will be in a team who will work closely, communicating often to support each other’s wellbeing.

Hours: Minimum 1 meeting/ action per month with no upper limit under direction and support from the chair of trustees.