

Hello,

Thank you for your interest in becoming a Trustee for Making Space.

About Making Space

We are a national charity and leading provider of adult health and social care services. We have been helping adults with care and support needs, and their carers, to lead independent and fulfilling lives more for than 35 years. Everything we do here at Making Space is done with dignity, respect and compassion.

Whether we are working with people within their community, in the comfort of people's own homes or at our specialist care and support services, our staff are constantly working towards and focused on a positive outcome for each individual.

About you

We will welcome people who are similarly focused and want to contribute their expertise to provide the robust and vibrant governance that is needed to help us achieve our strategic objectives, operate effectively and efficiently, and achieve our ambitions to grow.

We are specifically looking for people with recent experience in senior management roles in any of the following: business transformation, housing and property management or fundraising. We are also looking for people who have an understanding of mental health and learning disabilities.

As a Trustee, it is also important that you can commit to the duties of a Hospital Manager and have a willingness to attend continuing training programs to stay up to date with changes in the law. For more details, please see the responsibilities of a Hospital Manager included in this pack. We also require all our Trustees to become members of Making Space to ensure you are able to vote at our AGM. Memberships start from as little as £10 a year.

The role of a Trustee is not remunerated, however expenses will be reimbursed.

How to apply

To apply for this role please complete and return:

- 1.2 Application form



- 1.3 Declaration of eligibility

To help you with your application we have provided the following:

- 1.4 Trustee role description
- 1.5 Summary of the responsibilities of a Hospital Manager
- 1.6 Our structure and governance
- [Latest annual report & financial statement](#)
- [Our strategic plan](#)

Please return the completed documentation to either the address or email address on the cover of this pack. The closing date for applications is **31 January 2018**. Interviews will take place **15 February 2018** and the successful applicants will be invited to attend our Board Meeting on **22 February 2018**.

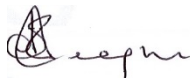
Should you have any questions or require any assistance, please contact Annette Taylor or Mary Millard in the first instance on 01925 581798 or at Trusteeapps@makingspace.co.uk.

We look forward to receiving your application.

Yours sincerely,



Rachel Peacock
CEO



Alan Teague
Chairman