

Appendix 2

Vacancy Descriptions:

The Cutbush & Corrall Charity

Outside Bodies - 'Job Specification' Form

Name of Organisation	The Cutbush & Corrall Charity	
Type of Organisation e.g. charity	Charity (Almshouse)	
Contact Details	Name	Liz Abi-Aad (Clerk & Chief Officer)
	Address	
	Telephone number	
	Email	liz@cutbushandcorrall.co.uk
	Website	Under Construction
Mission and Objectives of Organisation	Provision of almshouse accommodation for Maidstone residents over the age of 50 years.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Trustee	
What do you hope to achieve through the relationship?	Promotion of the mission and objectives of the organisation	
How often does the Organisation meet?	Quarterly Board Meeting with other additional sub-committee meetings.	
Desirable skills and experience from the Council's representative	See attached Role Description. There are current vacancies on the Finance and Buildings sub-Committee. Interest from individuals with relevant experience in these fields would be particularly welcome.	
Terms of Reference Attached?	Scheme attached	
Any other information the Organisation wishes to add?	Role Description attached	

TRUSTEE ROLE DESCRIPTION

Context

Cutbush & Corral (Almshouse) Charity is a long-established charity, founded by Thomas Cutbush who saw a need for financial and housing support for older people. It has had a presence in Maidstone since 1865, when seven almshouses on Church Street were built to house “decayed journey men”. were opened.

Cutbush & Corral’s charitable purpose is to: “relieve poverty by the provision of almshouse accommodation for beneficiaries and such charitable purposes for the benefit of the residents”. Beneficiaries of the Charity should be resident in the Borough of Maidstone and in need of support by reason of age (over 50 years), ill-health, disability, financial hardship or other disadvantage.

Beneficiaries of the Charity live in self-contained almshouses and are supported to live independently by a small team of paid staff.

Under its Charitable Scheme, the Charity must appoint a ten Trustees.

Key People

Chairman: Caroline Highwood

Vice-Chairman: Stephen Morris

Clerk & Chief Officer: Liz Abi-Aad

Meetings

The Board of Trustees meet quarterly and there are currently three sub-committees supporting the Trustees:

- Buildings
- Residents
- Finance

Agenda and papers are normally circulated a week before meetings.

Trustee Role and Responsibilities

The Trustees of Cutbush & Corral Charity are responsible for managing the assets of the Charity and applying them only for the charitable purposes as set out above. They must act as a group and not as individuals, and always in the Charity’s best interests. Trustees must exercise the same duty of care and prudence as they would if managing their own assets, or those of someone else for whom they are responsible.

The duties of a Trustee are to ensure that the Charity:

1. complies with its governing document (i.e. the Scheme), charity law and any other relevant legislation or regulations
2. pursues its objects as defined in its governing document
3. applies its resources exclusively in pursuance of its Charitable Purpose, i.e. it must not spend money on activities which are not included in the objects, however worthwhile they may be

A Trustee/Director is expected to:

1. attend Committee meetings regularly
2. be an active member of at least one Sub-Committee
3. contribute actively to the Board of Trustees' role in giving firm strategic direction, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
4. safeguard the Charity's good name and values
5. ensure the Charity's financial stability
6. protect and manage the Charity's property and ensure proper investment of its funds

In addition to the above statutory duties, individual Trustees are expected to draw upon their specific knowledge, skills, or experience to assist the Board in reaching robust and considered decisions.

Remuneration

This role is voluntary/unpaid, but reasonable expenses will be reimbursed.

Person Specification

Eligibility to act	<ul style="list-style-type: none">• must complete and sign the Statement of Eligibility, to comply with Charity Commission requirements
Skills and Experience	<ul style="list-style-type: none">• experience of (paid or voluntary) work in a relevant field• experience of working in a team towards agreed goals
Knowledge	<ul style="list-style-type: none">• understanding of the legal duties of a trustee• awareness of the issues commonly faced by the Charity's target beneficiaries• understanding of the place almshouses have in meeting housing need• awareness of the basic principles of organisational governance and why it matters
Qualities and Attributes	<ul style="list-style-type: none">• commitment to the ethos and aims of the Charity• integrity• sound and independent judgement• ability to think creatively and strategically, with an eye to the future• willingness to constructively challenge• culturally aware
Time Commitment	<ul style="list-style-type: none">• half day every three months for Board meetings, plus preparation time• participation in Sub-Committees and other ad hoc work: variable according to prevailing demands, and by agreement

Attention is drawn to Guidance published by the Charity Commission "The essential trustee: what you need to know, what you need to do", which can be found online at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf

Maidstone Mediation

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	1 st October 2023
NAME OF ORGANISATION	Maidstone Mediation
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	<p>NAME: Amanda Bell</p> <hr/> <p>ADDRESS: Community Support Centre, Marsham Street, Maidstone, ME14 1HH</p> <hr/> <p>TELEPHONE NO: 01622 692843</p> <hr/> <p>EMAIL: maidstonemediation@gmail.com</p> <hr/> <p>WEBSITE: www.maidstonemediation.co.uk</p>
Mission and Objectives of Organisation	<p>Through dedicated, trained volunteers Maidstone Mediation, provides a restorative, professional, impartial, free community mediation service to help resolve conflict and breakdown of relationships between individuals, organisations and groups in Maidstone.</p> <p>In addition to our community mediation work we also offer we offer:</p> <ul style="list-style-type: none"> • Parent/teenager mediation and Anger Management coaching for young people to help them develop coping strategies to prevent their anger from escalating. • A peer mediation scheme training Year 5/6 students in mediation skills, giving them valuable new life skills, enabling students to resolve minor conflicts in a supervised setting, thus freeing up valuable staff time. • We open up communication between elderly, vulnerable individuals and people from different cultures and backgrounds who can feel isolated within their local community. • We also aim to promote the benefits of mediation more widely
Role and responsibility of the Council representative eg Observer, Trustee, Director	To ensure that Maidstone Mediation is accountable for its work, its integrity and honesty, and its finances are in good order.
What do you hope to achieve through the relationship?	A working partnership with the Maidstone Borough Council
How often does the Organisation meet?	Every 6-8 weeks
Desirable skills and experience from the Council's representative	The ability to scrutinise and monitor the services projects.
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	

Maidstone Sea Cadets

Job Description on hold while amendments being reviewed.

Maidstone Twining Association

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	August 2023
NAME OF ORGANISATION	Maidstone Twining Association
TYPE OF ORGANISATION, eg Charity	
CONTACT DETAILS	NAME: Alan Cocks <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: <hr/> WEBSITE:
Mission and Objectives of Organisation	To increase and maintain links with Beauvais
Role and responsibility of the Council representative eg Observer, Trustee, Director	To sustain the above and take note of accounts
What do you hope to achieve through the relationship?	To encourage and fund exchanges with sports groups, schools and any other Maidstone based association
How often does the Organisation meet?	Regular committee meetings and events for members. We offer help and advice for any visitor to our twin town Beauvais
Desirable skills and experience from the Council's representative	To be able to interact with all age groups
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	

MCCF (Maidstone Cycling Campaign Forum)

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	25/7/23
NAME OF ORGANISATION	Maidstone Cycling Campaign Forum (Registered Charity Number 1172691)
TYPE OF ORGANISATION, eg Charity	Charity
CONTACT DETAILS	NAME: Duncan Edwards <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: info@maidstonecycling.uk <hr/> WEBSITE: www.maidstonecycling.uk
Mission and Objectives of Organisation	The charity represents the interests of cyclists in the Borough of Maidstone. The Forum's aims are to improve cycling conditions in Maidstone, encourage people to take up cycling as part of a healthy lifestyle, enable cycling as a practical environmentally friendly alternative to cars for short journeys reducing traffic congestion and pollution.
Role and responsibility of the Council representative eg Observer, Trustee, Director	Observer
What do you hope to achieve through the relationship?	The representative should play an active role in the Forum with regular attendance at the meetings and maintain an awareness of the current issues and concerns that the Forum are addressing. The Representative will be expected to assist liaison between the Forum and Maidstone Borough Council and its Departments. The representative will be expected to notify the Forum of all proposed developments of over 20 houses and business park developments helping to ensure that opportunities to enable active travel are fully incorporated.
How often does the Organisation meet?	2/ 3 times a year
Desirable skills and experience from the Council's representative	To be / have been a cyclist or would be if a safer environment existed, have an interest in cycling and provide a link between the Forum and the Council. Ideally be a member of the Strategic Planning and Sustainable Transport Committee. Have the vision and awareness to understand the benefits of cycling as an alternative to cars, to reduce congestion and pollution.
Terms of Reference Attached?	Copy of the Maidstone Cycle Campaign Forum Constitution on request
Any other information the Organisation wishes to add?	The forum exists to promote cycling and active travel, therefore the forum may occasionally feel the need to campaign against decisions of the Maidstone Council and/or Kent County Council.
Term of office	As an observer the Council representative will not have voting rights, period of office will be 2 years, subject to the representative remaining a Maidstone Councillor.

PATROLAJC**OUTSIDE BODIES – JOB SPECIFICATION FORM**

DATE	2 October 2023
NAME OF ORGANISATION	PATROL Adjudication Joint Committee
TYPE OF ORGANISATION, eg Charity	Joint Committee
CONTACT DETAILS	NAME: <hr/> ADDRESS <hr/> TELEPHONE NO: <hr/> EMAIL: <hr/> WEBSITE: www.onepatrol-uk.info
Mission and Objectives of Organisation	See attached.
Role and responsibility of the Council representative eg Observer, Trustee, Director	See attached.
What do you hope to achieve through the relationship?	Membership of the Joint Committee is required for council to undertake civil enforcement of parking in order that they can access independent adjudication. Member councils are required to nominate a councillor representative.
How often does the Organisation meet?	1 annual full meeting in July plus 2 executive sub committee meetings.
Desirable skills and experience from the Council's representative	Awareness of traffic management.
Terms of Reference Attached?	Yes
Any other information the Organisation wishes to add?	No

Relief in Need Charities

OUTSIDE BODIES – JOB SPECIFICATION FORM

DATE	October 2023
NAME OF ORGANISATION	Maidstone Relief in Need Charities
TYPE OF ORGANISATION, e.g. Charity	Charity
CONTACT DETAILS	<p>NAME: Debbie Snook – Clerk to the Trustees</p> <hr/> <p>ADDRESS Maidstone Borough Council Maidstone House King Street Maidstone Kent ME15 6JQ</p> <hr/> <p>TELEPHONE NO: 01622 602030</p> <hr/> <p>EMAIL: debbiesnook@maidstone.gov.uk</p> <hr/> <p>WEBSITE: N/A</p>
Mission and Objectives of Organisation	To relieve either generally or individually persons resident in the former Borough of Maidstone who are in conditions of need, hardship or distress. The former Borough is the Borough as constituted prior to local government reorganisation in 1974. The main activity in relation to this objective is the making of grants of money to individuals and organisations.
Role and responsibility of the Council representative e.g. Observer, Trustee, Director	Trustee
What do you hope to achieve through the relationship?	The relationship is historic and governed by the Scheme for the Regulation of the Charities. Nominative Trustees are appointed by the Council for a term of 4 years and may be but need not be Members of the Council.
How often does the Organisation meet?	Two or three times a year, usually in the morning.
Desirable skills and experience from the Council's representative	<ul style="list-style-type: none"> • Knowledge of the system of State benefits – desirable but not essential. • Knowledge of the law and financial procedures relating to and governing charities - desirable but not essential.
Terms of Reference Attached?	See above.
Any other information the Organisation wishes to add?	The Scheme for the Regulation of the Charities states that the Nominative Trustees shall be persons who through residence, occupation or employment, or otherwise, have special knowledge of the former Borough of Maidstone.

South East Employers



The role and profile of a councillor representative serving on South East Employers

Each council nominates their representatives, with the same number of standing deputies. Full representatives have voting rights and the period of office is for one year (renewable on a yearly basis as required by the council).

1. Key role

- To be the democratic representative for your council acting as the link between South East Employers and the member council.

2. Key accountabilities

- To act as the representative and ambassador for SEE within your council, across the south east region and nationally with local government central bodies.
- To ensure the interests of your council are represented at the formal meetings of SEE.
- Provide the strategic lead for SEE around employment, governance and local government improvement initiatives and the delivery of the business plan objectives.
- Provide strategic direction for promotion of new products, initiatives and programmes that support local government improvement, improvement within their council, and enhance the reputation of SEE.
- Collectively or individually lobbying on behalf of SEE around employment and improvement initiatives and themes that support the collective interests of member councils.
- To provide effective scrutiny and accountability of the development, implementation and delivery of the SEE business plan objectives.

3. Key skills

- **Communication**
 - Communicate the interests of their councils to SEE
 - Communicate the interests of SEE to their councils
- **Scrutiny and challenge**
 - Consider and investigate broad policy issues as members of SEE

Regional Director: Jennifer McNeill

- Challenge processes, people and decisions in an objective and constructive manner
- **Provide vision**
 - Demonstrate openness to new ideas
 - Broaden perspective and enhance effectiveness by learning from others and sharing learning and good practice
- **Manage performance**
 - Develop knowledge of the role of SEE as a regional employers' organisation, and input individual council views and expectations
 - Encourage and support the scrutiny process and respond positively to feedback, challenge and ideas
- **Political understanding**
 - Represent your groups' views and values through decisions and actions
 - Understand and adhere to the rules and procedures of SEE
- **Working in partnership**
 - Assist in the implementation of processes to identify and tackle, in partnership with SEE, issues of council and other organisations that affect the community.
 - Represent the interests of SEE as the appointed representative and provide two-way communication between SEE and the council.
 - Develop a knowledge of SEE rules and procedures and develop a good working relationship with the staff of SEE.
- **Leadership**
 - Act as the public face and ambassador of SEE
 - Encourage co-operation and communication across political, council, regional and national boundaries

4. Meetings

All representatives are invited to attend:

- the Annual Meeting
To be held in September each year virtually using Microsoft Teams

In addition, those appointed from the full body will attend:

- Two Executive Committee meetings
One to be held virtually in September using Microsoft Teams
One to be held in either late February or early March in Winchester or virtually using Microsoft Teams
- Regional Joint Committee meetings (only convened if required)

Regional Director: Jennifer McNeill
