

Who we are and what we do

JIGSAW Thornbury has a clear vision and mission that all our work contributes towards. This role sits as part of a dynamic, friendly team of around 40 staff, volunteers and trustees, who work together to achieve our charity objectives of **Joining In Growing Support Awareness Wellbeing** through a range of services and activities. Our values guide how we work together and make decisions, therefore exemplifying them are a core requirement of this role.

Our vision is to empower children and young people with additional needs or disabilities and their families to connect, fit in, and thrive as themselves.

Our mission is to support and inform children and young people with additional needs or disabilities and their families, to strengthen their resilience, and raise awareness of their challenges to the wider community to improve inclusion.

Our charity values are:

Community

We are a family, working together, and connecting and collaborating with others to create change. We are a respected community base, providing a welcoming space to have fun and create shared experiences.

Empowerment

We are nurturing and supportive, prioritising wellbeing and empowering people to thrive as themselves. We build skills and confidence in individuals and the community so that they can grow and develop beyond the services we provide.

Compassion

We act with kindness and integrity, caring for and supporting each other in an empathetic way. We create relationships based on trust so that everyone can feel valued and respected.

Uniqueness

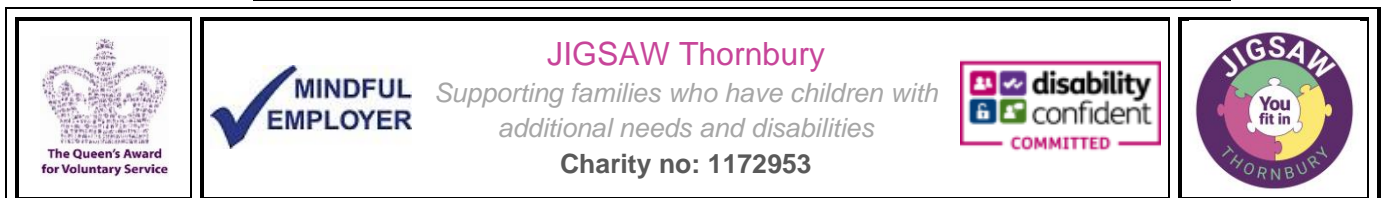
We respect and celebrate difference, creating an environment where everyone fits in. We listen to and respond to individual needs, providing the tools needed to find strength in uniqueness.

Innovation

We respond to challenges and opportunities in a creative way, harnessing the passion we have for our cause. We are not afraid to try new things and be leaders for change to ensure we remain relevant to people's lives.

Change Control register:

Date	Reason for Issue	Version no
24/11/2021	Amendment	2.00



Volunteer Role Description

1.	VOLUNTEER ROLE	Trustee
2.	COMMITMENT	Attendance at quarterly meetings and the annual AGM Approx. 10 hrs a month including attendance of working groups. This amount of time is reflective of the current time of transition for the charity.
3.	ROLE COMMENCES?	
4.	LOCATION	JIGSAW Venue, some tasks can be completed remotely.
5.	TRAINING	Induction training including Level 2 Safeguarding and Prevent. Attendance at a JIGSAW service to understand how the purpose of the charity is delivered.
6.	DBS	Will be required for this role
7.	SUPPORTED BY	Chair of Trustees, CEO, Management Team, Expert Friends

8.	PURPOSE OF POST	
<p>A JIGSAW Thornbury trustee acts as a critical friend, offering a balance of support and challenge to enable us to deliver our charitable purpose with as much impact as possible.</p> <p>The role sits as part of a board of trustees who have accountability for achieving our charitable purpose and ensuring all resources are allocated appropriately to ensure sustainability.</p> <p>Each trustee brings unique skills and experience to the board, and together we ensure good governance and strategic focus.</p> <p>The board are supported and advised by the CEO, Management Team, and Expert Friends, so that the best decisions can be made for the charity.</p> <p>One Trustee term is 3 years, at which point trustees must be re-elected. Three consecutive terms can be served without a break.</p> <p>JIGSAW Thornbury's Charitable Purpose: For the public benefit, the relief and education, of all children and young people with additional needs or disabilities, aged 0-25 years, and their families by the provision of therapeutic, educational, and stimulating activities, training and services.</p>		

9.	TASKS AND ACTIVITES	
	9.1	Ensure compliance with the charity's governing document, Charity Commission guidance, and the law
	9.2	Ensure accountability and maintain proper financial oversight
	9.3	Attend quarterly trustee meetings and contribute to decision-making at meetings and outside of meetings when needed
	9.4	Lead reviews and updates to our strategy and provide strategic focus, including clarity of priorities
	9.5	Contribute to reviewing and updating JIGSAW policies & procedures
	9.6	Liaise with appropriate members of the team & share relevant skills and knowledge that may be beneficial to the organisation, including contributing to specific projects and staff training if relevant

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9.7	Provide guidance and support to the staff and have oversight of the charity
9.8	Champion JIGSAW and exemplify our values in everything done on behalf of the charity
9.9	Occasionally attend and support JIGSAW events and activities to ensure a good understanding of how our purpose is delivered
10.	RELEVANT SKILLS AND EXPERIENCE
10.1	Strong leadership skills
10.2	The ability to consider risks, costs and benefits to make strategic decisions
10.3	The ability to work as part of a team and contribute during trustee meetings
10.4	A good understanding of the charitable purpose and passion for delivering this
10.5	Ability to work in a way that exemplifies the charity's values
10.6	No prior experience of being a trustee or sitting on boards is required, an induction will be provided

11.	SAFEGUARDING AND CHILD PROTECTION STATEMENT
<p>JIGSAW Thornbury are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all volunteers to share this commitment. We are therefore committed to carefully screening all applicants who will volunteer with children, young people and adults with additional needs and disabilities. All applicants will be expected to undertake complete a Self-declaration and Disclosure Form, a Disclosure & Barring Service check and provide references.</p>	

12.	THE REHABILITATION OF OFFENDERS ACT 1974 STATEMENT
<p>This role is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.</p>	

13.	EQUALITY, DIVERSITY AND INCLUSION STATEMENT
<p>JIGSAW Thornbury is committed to not just promoting but celebrating equality, diversity and inclusion among our community, and eliminating unlawful discrimination through our organisational values and vision to connect, fit in and thrive as themselves. We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing reasonable adjustments, flexible volunteering and help and support if needed to apply and volunteer with us.</p> <p>If you require support please contact us by telephone 01454 567508 or email volunteer@jigsawthornbury.org.uk</p>	

14.	VOLUNTEERING BENEFITS
<p>As a volunteer you will be:</p> <ul style="list-style-type: none"> • Making a real difference to people's lives and having a positive impact on the local community. • Learning about a range of issues that affect our families and young people. • Building on valuable skills that can be transferable. 	

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- Meeting new people from a range of different backgrounds.

Looking after our team's mental health and wellbeing is important to JIGSAW. We are a Mindful Employer and have signed the charter for employers who are positive about mental health. The Mindful Employer Plus scheme provides our staff and volunteers with easy access to an independent and confidential advice line service that offers guidance and support on issues both inside and out of the volunteering venue. As a volunteer you will be registered with the Mindful Employer scheme and received an information pack.



JIGSAW Thornbury

Supporting families who have children with additional needs and disabilities

Charity no: 1172953

