

α Branch trustee

Aim

To manage the affairs of the branch and to promote and provide animal welfare services within the branch area.

Key activities

- To support the work of the RSPCA by prioritising the acceptance of animals from RSPCA inspectors and the Greater Manchester Animal Hospital.
- To support the four key RSPCA animal welfare priorities: rehoming, neutering, welfare assistance and micro-chipping.
- To ensure the branch meets all minimum animal welfare standards set by the RSPCA and provides a high standard of care for branch animals.
- To set the strategy for the branch, identifying goals and objectives for the future.
- To ensure that the branch complies with charity law and the requirements of all other relevant legislation.
- To effectively manage branch premises and staff.
- To ensure proper management and control of branch finances by keeping expenditure under review and prioritising income generation.
- To publicise the RSPCA and encourage the recruitment of branch volunteers and trustees.
- To act as a good ambassador for the branch and the RSPCA.

Your commitment

- To attend regular branch committee meetings (usually monthly) and other events and activities.
 - To spend time preparing for meetings and give time and thought to your duties. Being a trustee requires dedication and commitment.
 - To communicate regularly with other trustees and with branch staff and take part in the decision making process.
 - To work with other trustees and branch staff and act in the best interests of the branch and the RSPCA.
 - To receive no financial benefit from being a trustee.
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RSPCA Branch Trustee: Person Specification

	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of managing a budget and/ or managing staff	Previous experience as a trustee of a charity Business experience Experience of working with/ managing volunteers Fundraising/ Marketing skills Finance background Knowledge/ skills in use of social media
SPECIAL SKILLS & KNOWLEDGE	Sympathy with the RSPCA's aims and policies Ability to think strategically IT literate	Understanding of charity law Understanding of employment law Knowledge of health and safety legislation
PERSONALITY & DISPOSITION	Good communicator Ability to work well as part of a team Ability to relate well to people from different backgrounds	
OTHER	Must be at least 18 years of age Become a member of the RSPCA/ the Branch	

Note:

Anyone disqualified as a company director or convicted of an offence involving dishonesty or deception or of an animal welfare offence is not eligible to become a trustee.
