



Trustee

Muirhead Outreach Project

Job Description

Muirhead Outreach Project is a small charity, working with families in crisis in Levenmouth, Glenrothes and Central Fife. Our primary aim is to support vulnerable children and young people, and their families, through difficult times.

We are seeking committed volunteers to join the Board of Trustees of Muirhead Outreach Project.

Duties of the Board of Trustees include:

- Providing good governance and strategic direction for Muirhead Outreach Project.
- Supporting the Project Manager/s, staff and volunteers who carry out the work of the Project, to ensure they have all the resources they need in their roles.
- Ensuring that Muirhead Outreach Project complies with both Charity and Company Laws, as well as meeting the requirements of the SSSC.
- Being an ambassador for Muirhead Outreach Project.
- Building positive relationships with key stakeholders, businesses and the media.
- Motivating and engaging volunteers and stakeholders.
- Ensuring the financial stability of the Project through fundraising.

As a minimum, you would be required to attend and participate in quarterly Board meetings. Trustees are also expected to get involved in other Board activities, such as administration, finance or fundraising.

We are seeking committed solution-focused individuals with great communication and people skills, ideally with experience in community or charity work, who are passionate about ensuring every child gets the help and support they need.

We are particularly interested in hearing from those with a background in:

- Being a chairperson
- Book keeping/accounts
- HR

If you have the skills, qualities and abilities to help coordinate and run Muirhead Outreach Project then we would love to hear from you.

To apply, email us your CV and a Covering Letter, telling us why you would be the ideal candidate. We will provide interviews based on the CV and Covering Letter.

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