



## **Trustees Required**

### **Jigsaw (Bury): An Overview**

Jigsaw (Bury) is a registered charity, based in the borough of Bury, comprised of two sub-groups: Jigsaw and Jigsaw Link. We are a member-led organisation, aiming to promote fun, freedom and independence for disabled people. We work to prevent social isolation, improve the self-esteem of our members and increase community integration.

Jigsaw is a sports and social group for young disabled people, aged between 13 and 40. We aim to support our members to enjoy an active social life, to reach their sporting potential and to maintain a healthy lifestyle, running sports and social activities on average six days a week. All of our outings are staffed by two or more Group Leaders, who are supported by a team of volunteers. Popular social outings include bowling, meals, cinema trips, day trips further afield, and our fundraising discos! We run an extensive programme of sports, including boccia, swimming, gym, football, basketball, athletics, rounders and badminton.

Jigsaw Link provides a one-to-one befriending service for people over the age of 50 who are disabled or have an age related condition. We also offer a weekly luncheon club and social outings throughout the year, as well as an Older People's Active Living Programme and a telephone befriending service.

**The Board of Trustees is currently looking for applicants to join the Trustee Board in the position of Treasurer as the incumbent is having to step down due to health issues.**

Fulfilling this role will entail preparation of monthly financial reports, annual budgets and year end accounts in addition to helping the organisation to work towards a strategic vision and achieve its aims of promoting fun, freedom and independence for disabled people.

We require someone who would be available to attend board meetings on the second Thursday evening of every month.

### **Essential Applicant Skills**

Planning and decision-making  
Team working  
Financial management  
Interest in the alleviation of problems caused by disability

### **Desirable Applicant Skills**

Service development  
Social care  
Youth work

Fundraising  
Marketing and publicity  
Business management

Please see the detailed role descriptions attached for more information about the role of Treasurer.

This is a voluntary role although any reasonable expenses incurred in performing the role will be reimbursed.

**Age/Gender Restrictions:** 18 years plus  
**Disabled Access:** Yes  
**Equal Opportunities Policy:** Yes  
**Expenses:** Yes  
**Induction:** Yes  
**Insurance Cover:** Yes  
**Support on offer:** Support from other trustees and office staff  
**Training:** Yes

A DBS check will be required prior to appointment: we will help successful candidates with this process.

**If you are interested, please send a letter of application outlining your suitability for the role and your reasons for applying by post to the address below or by e-mail to [jigsaw@bury.gov.uk](mailto:jigsaw@bury.gov.uk) or for more information call us on 0161 253 6853.**

**Closing Date: Monday 30<sup>th</sup> April 2018**

You will be required to attend an informal interview. If successful, subject to satisfactory DBS check, you will be eligible to join the next meeting of Trustees following appointment.

**Jigsaw (Bury). Unit 28, Bury Business Centre, Kay Street, Bury, BL9 6BU**