DS Achieve Trustee

Role Profile

DS Achieve was established in 2018 by a group of parents of children with Down Syndrome living in Hertfordshire. Since then, we've grown from a small parent-led group into an established charity, supporting hundreds of children, young people, families and professionals through services, events, training, advice and support.

As we approach our ninth anniversary, we're looking ahead to the next stage of DS Achieve's journey and are seeking new Trustees to help shape our future.

We welcome applications from individuals with a range of professional skills and lived experience, including parents and carers, professionals and members of the wider community. We believe a diverse Board, bringing together different experiences, perspectives and expertise, helps us make better decisions for the families we support.

Our vision

Our vision is that every child with Down Syndrome in our community has the opportunity to thrive and reach their potential.

Our mission

We support and champion children and young people with Down Syndrome. We do this by:

- providing advice and support to their parents and carers
- ensuring professionals are knowledgeable and skilled
- working directly with children and young people with Down Syndrome to enable and support their development
- creating a positive and inclusive community

Our values

Professional: We adapt to changing needs and keep knowledge and expertise up to date.

Dynamic: We are ambitious and forward-thinking.

Inclusive: We collaborate to create a supportive community.

June 2026

Why join our Board?

Joining the Board of Trustees is an opportunity to make a lasting difference to children and young people with Down Syndrome and their families. You'll help shape the future direction of DS Achieve, work alongside a passionate and supportive team, and play an important role in ensuring the charity continues to thrive for years to come. Whether you're an experienced Trustee or considering your first Board role, your ideas, skills and lived experience will be genuinely valued.

About the role

The Board of Trustees currently consists of four Trustees, including the Chair and Treasurer, and meets online once every half term, with regular communication between meetings as required. We also hold an annual in-person strategy day with the wider team.

The day-to-day management of DS Achieve is carried out by a small, committed staff team, supported by specialist contractors, therapists and volunteers. The Board of Trustees works closely with the staff team to provide strategic direction and ensure the charity is well governed, while maintaining an appropriate distinction between governance and operational management.

The Board works closely with the senior staff team to provide strategic leadership, support and challenge while maintaining appropriate separation between governance and operational management.

As a Trustee, you will work with fellow board members to ensure that DS Achieve is well governed, financially sustainable and delivering meaningful impact for the children and families we support.

As a small charity, our Trustees play an active role. While the Board's primary responsibility is strategic leadership and good governance, there are opportunities to contribute your skills, expertise and time beyond Board meetings, whether that's joining a working group, supporting a fundraising event or helping with a specific project. We're therefore looking for people with a positive, 'can do' attitude who are willing to roll up their sleeves and contribute where they can.

General Trustee Responsibilities

- Oversee the affairs of the organisation and ensure DS Achieve complies with:
    - its governing document,
    - charity law,
    - any other relevant legislation and regulations.
- Act in the best interests of the charity and its beneficiaries at all times.

- Ensure DS Achieve pursues its objects and applies its resources accordingly as set out in the Constitution.
- Work collaboratively with fellow trustees and the Chair to support effective decision-making and good governance.
- Ensure DS Achieve's policies and practices are in keeping with its objects and vision.
- Contribute actively to the Board by helping to set the charity's strategic direction, monitor progress and ensure effective governance.
- Maintain awareness of safeguarding responsibilities and ensure appropriate oversight of safeguarding arrangements.
- Use your experience, knowledge and skills to contribute to robust discussion, independent decision-making and sound governance.
- Support oversight of the charity's financial sustainability.
- Adhere to the Trustee Code of Conduct and pursue best practice.
- Attend half-termly Trustee meetings and undertake training as required to fulfil the Trustee role.
- Attend and contribute to strategy meetings.

As a small charity with a small staff team, trustees are encouraged to contribute their skills, experience and networks where appropriate to support the charity's work between Board meetings.

NB. Pre-Authorised expenses and training costs related to the Trustee role will be reimbursed.

Qualities and Skills:

- Passion and/or interest in working with people with Down Syndrome and their families.
- Commitment to DS Achieve, and a willingness to devote the necessary time and effort.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Impartiality, fairness and the ability to respect confidences.
- Strategic vision and sound judgment.
- Comfortable reviewing financial information and contributing to discussions about financial oversight.
- Good communication skills, both written and verbal.

- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively as a member of a team.
- Confident with the use of technology (Google Suite) or a willingness to learn.
- Can do attitude and willingness to contribute skills and support the team and charity more widely where possible.
- Previous trustee experience is useful but not essential; training and support will be provided.

Time Commitment:

Trustees are expected to attend an online Board Meeting each half term, strategy sessions and occasional events. Additional time will be needed to prepare for meetings and contribute to projects and discussions between meetings. Overall, the expected commitment is around **5–10 hours per month**, most of which can be arranged flexibly around your other commitments.

Above all, we're looking for people who share our values and our commitment to improving the lives of children and young people with Down Syndrome and their families. If this sounds like an opportunity you'd enjoy, we'd love to hear from you.

Please note that successful candidates will be subject to Disclosure and Barring Service (DBS) checks prior to formal appointment as a Trustee, and required to undertake Safeguarding Training for Trustees if not already completed.