Trustee Needed

DanceSyndrome
Dancer Led, Disability Inspired

Registered Charity No:1152664

DanceSyndrome is looking for a Treasurer Trustee





Join us on our exciting mission to transform lives!



The Opportunity






About the role

DanceSyndrome is looking for a Treasurer Trustee.

As DanceSyndrome continues to grow and diversify our income, we are looking for a Financial Lead on our Board to oversee the charity's financial stability, budgets, and internal controls.

This role will involve reporting financial health and accounts to the Board of Trustees on a quarterly basis, supporting the Finance Officer to prepare an accurate rolling monthly cash forecast, and supporting the Managing Director to plan and operate effectively whilst managing a balanced budget. On occasion you may liaise with our external Accountants. You will also ensure that the charity is fully compliant with the Charity Commission, Companies House, and HMRC regulations.

We are looking for someone with a background in finance, accounting, or bookkeeping, strategic vision and who connects with the work at DanceSyndrome. Prior Trustee experience is not mandatory.

Our Board of Trustees meets four times per year online with one meeting per year in person in the North-West. In addition, we estimate the Treasurer will be available for up to 8 hours/month.

This is a voluntary role although reasonable out-of-pocket expenses are typically reimbursed.

About DanceSyndrome

DanceSyndrome is an inclusive and multi-award winning charity creating change for people with learning disabilities and transforming lives through dance in a unique, groundbreaking way which doesn't exist anywhere else.

Using our unique co-production methodology, we offer a broad programme of innovative dance, leadership, inclusion workshops and training for people with learning disabilities, whilst addressing health inequalities, social inclusion, prevention and transformation.

Over the last three years, the charity has experienced an exponential increase in demand, both regionally and nationally, so we are looking for new Trustees to compliment the skills of our existing team.

The formal Role Description follows with the application process on the final page.

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Job Description

Position Title: Trustee

Location: Quarterly Board Meetings take place online or in person at a North-West location

Status: Attendance & contribution at four Board meetings per year and any required prep work, and the Annual General Meeting (AGM); potential additional engagement in strategy work and sub working groups throughout the year and occasional representation of the charity at various events with key stakeholders.

Remuneration: The role of Trustee is a volunteer role and is not accompanied by any financial remuneration, although reasonable expenses for travel may be claimed.

Part 1: ROLE PROFILE

MAIN PURPOSE OF ROLE:

Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do and is fully legally compliant.

Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people's lives.

Trustees use their skills and experience to support their charities, helping them achieve their aims.

POSITION IN ORGANISATION: On the board of Trustees

Part 2: MAIN DUTIES & KEY RESPONSIBILITIES

Trustees make sure the charity is running well and is doing what it was set up to do. This includes ensuring the charity:

- has the money it needs
- spends its money sensibly, on the activities it was raised for
- follows the law, including preparing reports and accounts to send to the Charity Commission
- doesn't break the rules in its governing document (its constitution, trust deed or articles)

As a trustee, you will use your skills and experience to make sure the charity runs efficiently. But trustees are allowed to get advice from external sources like solicitors or other experts such as other directors who will support you.
As DanceSyndrome is a registered charity AND a Company Limited by Guarantee, this means trustees are only liable for £10 if the business had to close because we don't have funding to carry on.

Making decisions

Charity trustees make decisions about their charity together, working as a team.

It's extremely rare for trustees to become personally liable for the charity losing money. But this could happen if trustees, for example:

- behave irresponsibly or dishonestly, causing the charity to lose money
- don't take appropriate steps to manage serious risks, for example by following safety procedures

Legal responsibilities of trustees

Trustees must:

- follow the law and the rules in the charity's governing document
- act responsibly and only in the interests of the charity
- follow the law and the rules in the charity's governing document
- Carry out its charity's purposes for public benefit
- Ensure that the charity complies with the Charity Commission and other regulatory requirements
- act responsibly and only in the interests of the charity
- use reasonable care and skill
- make well-informed decisions, taking advice when you need to

Policies and Procedures

All trustees must familiarise themselves with DanceSyndrome's policies and procedures and ensure that these are followed.

Copies of all policies, including easy read versions can be found at http://www.dancesyndrome.co.uk/policies

Part 3: PERSON SPECIFICATION

Essential

- DBS check (we can support you with this if you don't already have one)
- Previous experience of providing strategic guidance to support the ongoing running of a similar organisation
- Experience of working in a charity, social enterprise or business environment, with transferrable skills that will be of benefit the charity
- Able to attend quarterly board meetings
- A flexible approach to working and experience of working positively in a diverse environment
- Excellent communication skills (both written and verbal)
- Critical thinking skills
- Good organisational skills
- Good sense of humour and strong team player

Desirable

- Working with people with learning disabilities.
- An interest in dance

How to Apply





Equal Opportunities:

The DanceSyndrome family is filled with passionate and motivated people who are committed to creating a world where everyone can thrive and fulfil their potential.

Inclusion, diversity and equity are at the heart of our organisation. We are keen to hear from applicants of diverse cultures, perspectives and lived experiences. You do not need specific experience of working previously with people with learning disabilities, we are looking for people who believe in what we do and want to support DanceSyndrome to grow its impact and to help create a fairer, more inclusive and equitable society for everyone.

Please complete our anonymous Equal Opportunities Monitoring form when applying. This can be found at: https://bit.ly/DSEqualOpps or by scanning this QR:

To Apply:

If you are interested in the role, please send a CV and a short expression of interest to Julie Nicholson at julie@dancesyndrome.co.uk by 4pm on Friday, 18th December 2026.

Interviews will take place online in January 2027, and the role will begin in April 2027.

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