



www.peakdistrictmosaic.org
Charity Registration number: 1166407

Charity Trustee - Activities and Communications Committee (Voluntary role)

Peak District Mosaic has an Activities and Communications committee who are responsible for overseeing, managing and promoting the schedule of group activities in the Peak District National Park and surrounding areas. This involves a range of regular monthly activities & events including group walks, cycling and visits - with occasional one-off residential events when we have additional funding. The committee also engages with communities to promote and increase participation in countryside walks and related activities, and create awareness of the health and wellness benefits associated with outdoor activities.

We are looking for additional people to join this committee to support this work. The ideal person will be passionate about outdoor activities and community engagement, with excellent organisational and communication skills to ensure that activities are well-organised.

There is also an expectation to undertake the general responsibilities of a Trustee and participate in full Board of Trustee meetings every two months.

We welcome applications from people who have a lived experience – with an understanding of working with or have worked with Black, Asian and Minority Ethnic communities, and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

Trustees on the Activities and Communication Committee will work together to achieve the committee's works. Your role responsibilities may include:

- Attending and participating in Activities & Communications Committee meetings.
- Attending regular Board meetings, usually bi-monthly (some meetings are held in-person, some via video-conferencing), engaging with proposals and discussions in these meetings that support the charity's development
- Liaising with volunteer walk leaders, Peak District National Park Engagement Ranger and Ranger Volunteers to set-up and support group walks when required.
- Ensure all relevant information is submitted prior to group walks and that health and safety procedures are followed.
- Communication: Provide participants with clear and timely information regarding activity/events details, including travel information, meeting points, required equipment, and any relevant instruction through our website, Eventbrite and email.
- Record Keeping: Collate and maintain activity records for reporting, monitoring and evaluation purposes.
- Liaising with Peak District Mosaic's two paid members of staff, who can provide support on website, social media and other areas
- Working with our Partnerships Committee and Finance and Business Planning Committee to effectively budget for future events and consider future applications for funding

Person Specification:

- **Passion for Outdoor Activities:** A genuine interest in outdoor activities and the physical, mental and social wellbeing this creates.
- **Communication Skills:** Excellent written and verbal communication skills, with the ability to engage and inform participants effectively.
- **Team Player:** Ability to work collaboratively with voluntary and statutory organisations, and other stakeholders.
- **Attention to Detail:** Ability to manage logistics effectively and maintain accurate records.
- **Adaptability:** Comfortable working in a dynamic environment and adapting to changing circumstances or unexpected challenges.
- *Desirable* - Desire/willingness to participate in relevant training and gain a walker leader's qualification.
- *Desirable Skills* – Experience with Eventbrite, Google Workspace and WordPress (although other staff and Trustees can support this / provide training - please do apply even if you do not have experience of this)

The applicant must be legally eligible to stand as a registered Charity Trustee