

ROLE DESCRIPTIONS



Leeds United Supporters' Trust

Board Member for Infrastructure	
Key Tasks	<ul style="list-style-type: none"> • Own and manage all aspects of the Trust's technology infrastructure • Own and manage the relationship with web hosting / email hosting / third party suppliers • Maintain website security standards through regular patching / monitor for any likely GDPR requirements (low risk of GDPR breach, but we are legally required to hold our data securely and responsibly) • Create and update website copy and other forms of content • Assist in fixing issues with membership database • Assist in design and implementation of ideas for improving the Leeds United Supporters' Trust website in line with other visual output • Attend meetings on a regular basis, contribute to the discussions and decisions • Source and liaise with external parties in regards to board activities • Contribute to subcommittees & advisory groups where appropriate • Ensure that actions assigned & minuted at board or subcommittee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson or agreed representative ASAP • Keep informed on issues which affect the Trust & will help to promote the Trust externally • Contribute to all Trust publications & reports as practical &/or necessary • Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust • Participate in tasks as required over & above these key responsibilities
Qualities required	<ul style="list-style-type: none"> • Strong work ethic and positive attitude to tasks and problem solving • Technically capable of updating / creating website copy and other content • Ideally would have an infrastructure background • Ability to listen to and implement ideas from the board, but also suggest possible improvements/amendments • Able to take direction from the board and implement actions in a timely manner • Able to manage own time effectively • Willingness and ability to work in a small team with minimal direction & the ability to work on your own • Able to assist with media appearances as and when required • Knowledge of FSF and Supporters Direct campaigns and willingness to attend seminars and conferences as and when required • Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the board &/or membership

	<ul style="list-style-type: none"> • Commitment to the values of the Trust • Commitment to support all motions & initiatives undertaken by the Trust board • Committed to undertaking all key tasks defined in the Board Member's job description • Communicate and liaise with the board frequently • Ability to lead projects as required • Ability to fairly represent the interests of Leeds United Supporters' Trust members at all times • Be comfortable sharing knowledge, contacts and ideas across the Board at all times in order to encourage open, honest discussion • Operate in a completely open and honest manner when conducting any Trust business
Skills required	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Understanding of all or specific issues faced by membership of the Trust
Responsible to	<ul style="list-style-type: none"> • The membership of the Trust. • The Trust Board.
Approx hours per week	15
Signed	
Signed on behalf of Trust	
Date	

Board Member for Future Trust	
Key Tasks	<ul style="list-style-type: none"> • Develop the Future Trust arm of the Leeds United Supporters' Trust with the objective of building the next generation of Leeds United supporters • Design and implement initiatives to encourage young people to join the Leeds United Supporters' Trust • Work with grass roots football teams, schools, charities and other appropriate organisations to educate young people and engage them with Leeds United and the Leeds United Supporters' Trust • Research, contact and interact with people and organisations that can assist with the Future Trust programme • Research, design and implement fundraising initiatives • Promote inclusivity and diversity in all Future Trust programmes • Liaise with the membership secretary over Future Trust memberships and work together on specific Future Trust membership initiatives • Be aware of Future Trust membership figures at all times and be prepared to talk about ways these figures could be improved • Attend meetings on a regular basis, contribute to the discussions and decisions • Source and liaise with external parties in regards to board activities • Contribute to subcommittees & advisory groups where appropriate • Ensure that actions assigned & minuted at board or subcommittee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson or agreed representative ASAP • Keep informed on issues which affect the Trust & will help to promote the Trust externally • Contribute to all Trust publications & reports as practical &/or necessary • Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust • Participate in tasks as required over & above these key responsibilities
Qualities required	<ul style="list-style-type: none"> • Strong work ethic and positive attitude to tasks and problem solving • Personable and affable character • Ability to communicate with people of all age ranges, backgrounds and social and physical ability • Ability to communicate to large groups of people of all ages and present the concept and ideas of the Leeds United Supporters' Trust • A creative and strategic mind able to design and present viable projects and initiatives to the board • A willingness to go into organisations and speak with and present ideas to groups of people about the Leeds United Supporters' Trust and the Future Trust initiative • Willingness and ability to work in a small team with minimal direction & the ability to work on your own • Able to assist with media appearances as and when required • Knowledge of FSF and Supporters Direct campaigns and willingness to attend seminars and conferences as and when required • Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the board &/or membership • Commitment to the values of the Trust • Commitment to support all motions & initiatives undertaken by the Trust board • Committed to undertaking all key tasks defined in the Board Member's job

	<p>description</p> <ul style="list-style-type: none"> • Communicate and liaise with the board frequently • Ability to lead projects as required • Ability to fairly represent the interests of Leeds United Supporters' Trust members at all times • Be comfortable sharing knowledge, contacts and ideas across the Board at all times in order to encourage open, honest discussion • Operate in a completely open and honest manner when conducting any Trust business
Skills required	<ul style="list-style-type: none"> • DBS Checked • Understanding of all inclusivity and diversity principles • Understanding of the Leeds United Supporters' Trust mission statement • Excellent organisational and time management skills • Understanding of all or specific issues faced by membership of the Trust
Responsible to	<ul style="list-style-type: none"> • The membership of the Trust. • The Trust Board.
Approx hours per week	15
Signed	
Signed on behalf of Trust	
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Board Member for Podcasts	
Key Tasks	<ul style="list-style-type: none"> • Present a bi-weekly podcast for the Leeds United Supporters' Trust • Edit and produce the podcast, making it available for online distribution in a timely manner • Contact and liaise with special guests for the podcast, maintaining a diary schedule for upcoming appearances • Promote the podcast on social media and assist in promoting on other mediums (radio, TV, chat forums) • Plan and prepare individual podcast episodes, liaise with attending board members and assist them in preparation • Attend meetings on a regular basis, contribute to the discussions and decisions • Source and liaise with external parties in regards to board activities • Contribute to subcommittees & advisory groups where appropriate • Ensure that actions assigned & minuted at board or subcommittee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson or agreed representative ASAP • Keep informed on issues which affect the Trust & will help to promote the Trust externally • Contribute to all Trust publications & reports as practical &/or necessary • Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust • Participate in tasks as required over & above these key responsibilities
Qualities required	<ul style="list-style-type: none"> • Strong work ethic and positive attitude to tasks and problem solving • Lively, engaging, affable and good natured personality • Excellent knowledge of Leeds United past and present • Excellent general knowledge of football and popular culture and an ability to lead and generate balanced, honest and humorous discussion • A creative ability to generate and implement ideas for improving the podcast and promoting it • Free time to allow for programme preparation, editing and promotion • Commitment to travel as necessary and access to own vehicle • Willing to publicise and work hard to maintain the public appearance of the Trustcast • Willingness and ability to work in a small team with minimal direction & the ability to work on your own • Able to assist with media appearances as and when required • Knowledge of FSF and Supporters Direct campaigns and willingness to attend seminars and conferences as and when required • Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the board &/or membership • Commitment to the values of the Trust • Commitment to support all motions & initiatives undertaken by the Trust board • Committed to undertaking all key tasks defined in the Board Member's job description • Communicate and liaise with the board frequently • Ability to lead projects as required • Ability to fairly represent the interests of Leeds United Supporters' Trust members at all times

	<ul style="list-style-type: none"> • Be comfortable sharing knowledge, contacts and ideas across the Board at all times in order to encourage open, honest discussion • Operate in a completely open and honest manner when conducting any Trust business
Skills required	<ul style="list-style-type: none"> • Good inter-personal skills and an ability to easily communicate with people of different character, background and personality • Experience in setting up recording equipment, and associated equipment • Proficient in musical editing and associated software • Experience in podcast show presentation • Excellent organisational skills • Understanding of all or specific issues faced by membership of the Trust
Responsible to	<ul style="list-style-type: none"> • The membership of the Trust. • The Trust Board.
Approx hours per week	15
Signed	
Signed on behalf of Trust	
Date	

Board Member for Membership Services	
Key Tasks	<ul style="list-style-type: none"> • Welcome new members by email and issue membership packs • Act as primary contact for membership enquiries by telephone, email and post • Ensuring that renewals, new members and membership upgrades are processed • Keeping the membership databases up-to-date and requesting additional information from members where necessary • Processing product orders (cards/badges etc) and communicating with suppliers to ensure member needs are met in a timely fashion • Assist with obtaining & representing the views, concerns, queries & suggestions of the membership, & ensure their consideration in the formulation of all Trust strategy & policy • Attend meetings on a regular basis, contribute to the discussions and decisions • Source and liaise with external parties in regards to board activities • Contribute to subcommittees & advisory groups where appropriate • Ensure that actions assigned & minuted at board or subcommittee meetings are undertaken within agreed time scales. If unable to carry out these tasks, contact either the Chairperson or agreed representative ASAP • Keep informed on issues which affect the Trust & will help to promote the Trust externally • Contribute to all Trust publications & reports as practical &/or necessary • Act at all times in the best interests of the Trust & its members and safeguard the good name & values of the Trust • Participate in tasks as required over & above these key responsibilities
Qualities required	<ul style="list-style-type: none"> • Strong work ethic and positive attitude to tasks and problem solving • Fast and efficient response to members enquiries and issuing of members packs • Be up to date with all data protection regulations • Excellent knowledge of the purpose and mission statement of the Trust • Be able to analyse data and produce results • Willingness and ability to work in a small team with minimal direction & the ability to work on your own • Able to assist with media appearances as and when required • Knowledge of FSF and Supporters Direct campaigns and willingness to attend seminars and conferences as and when required • Commitment to attend meetings & accept responsibility for the performance of key tasks as allocated by the board &/or membership • Commitment to the values of the Trust • Commitment to support all motions & initiatives undertaken by the Trust board • Committed to undertaking all key tasks defined in the Board Member's job description • Communicate and liaise with the board frequently • Ability to lead projects as required • Ability to fairly represent the interests of Leeds United Supporters' Trust

	<p>members at all times</p> <ul style="list-style-type: none"> • Be comfortable sharing knowledge, contacts and ideas across the Board at all times in order to encourage open, honest discussion • Operate in a completely open and honest manner when conducting any Trust business
Skills required	<ul style="list-style-type: none"> • Written &/or verbal communication skills. • Excellent IT skills in Word or Excel • Excellent organisational skills • Be able to build, store and locate data in and work with the membership database • Understanding of all or specific issues faced by membership of the Trust
Responsible to	<ul style="list-style-type: none"> • The membership of the Trust. • The Trust Board.
Approx hours per week	15
Signed	
Signed on behalf of Trust	
Date	