DYSLEXIA SPARKS

Building Futures Together

Become a Sparks Trustee

Support The Region's Only Charity For Dyslexia



Trustee Pack 2026/27

dyslexia-sparks.org.uk

Make a difference to the lives of dyslexic children and adults in Hull and East Yorkshire.

We're looking for enthusiastic, committed individuals to join our charity's Board of Trustees.

As a Trustee, you'll help shape our vision, guide our strategy, and ensure we continue making a positive impact. Help us create lasting change and work on the next stage of the charity's development.

As the region's *only charity* for dyslexia and associated specific learning difficulties (SPLDs), it is critical – now more than ever before that we continue our vital work. If you are strategic and passionate about supporting dyslexic individuals, then we would love to hear from you.











Here's where *you* come in...

General Trustee Requirements

We are looking for individuals who:

- Can demonstrate passion for and belief in the work that we do.
- Have experience navigating change and transformation.
- Possess strong communication and interpersonal skills.
- Have a proven ability to build and maintain strong and productive relationships.
- Are committed to equality, diversity and inclusivity at all levels.
- Have a willingness to devote the necessary time and commitment.
- Can offer strategic vision – guiding the future development of the charity.
- Use independent and professional judgement to guide decision making.

The Trustee Role

The Trustee Board is responsible for the charity's strategic direction and accountability, as well as risk management, quality, and performance monitoring. Trustees are expected to challenge and contribute to the charity's development and ensure that financial controls and governance systems are robust, transparent, and compliant with regulation.

All Trustees of the Board are expected to:

- Demonstrate professional and independent judgement.
- Have a genuine interest in local communities and people.
- Have a commitment to the aims, objectives and values of Dyslexia Sparks.
- Possess and demonstrate integrity, objectivity, accountability and honesty.
- Understand the legal duties, responsibilities and liabilities of trusteeship.
- Have an ability to work effectively as part of a team, contributing an independent perspective.
- Be willing to promote the charity in the best interests of its stakeholders, staff, and people supported by Dyslexia Sparks' services.



We're looking for Trustees to commit to post for 3 years from election.

The Statutory Duties of a Trustee

- To ensure that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the charity pursues its objects as defined in its governing document.
- To ensure the charity uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To safeguard the good name and values of the charity.
- To ensure the effective and efficient administration of the charity.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To participate in the appointment of the Chief Executive Officer (CEO).
- To ensure the Board operates effectively and:
  - Contributes to the establishment of the charity's strategic direction and goals and the monitoring of any strategic plans.
  - Evaluates the charity's performance on a regular basis and holds the CEO accountable for outcomes.
  - Ensures the financial stability of the charity and understands and acts upon financial and other monitoring information presented to it, questioning such information when appropriate.
  - Defines the boundaries of management authority.
  - Delegates the implementation of its decisions to the CEO, supporting them as required to carry out their work.
  - Ensures the performance and development of the CEO is reviewed annually.
  - Review performance annually and that all Trustees actively participate in this evaluation.
  - The Board's agreed position is represented when speaking publicly on behalf of the charity.
- Acting in the best interests of the charity at all time.
- Respect the confidential nature of all information relating to the business of the charity in accordance with information governance and data protection policies.
- Working together and not pursuing personal or sectional interests at the expense of charity interests.

We're recruiting for a Specific Role

Trustee with Business and Strategic Development Experience

We are seeking a Trustee with experience in business leadership, strategic planning or organisational development to join the Dyslexia Sparks Board of Trustees.

As the charity continues to develop, we are looking for someone who can bring commercial awareness, strategic thinking and practical business experience to strengthen our long-term sustainability.

The successful candidate will work alongside fellow trustees and the charity leadership team to support informed decision-making, identify opportunities for development and ensure Dyslexia Sparks remains a resilient and effective organisation.

Specific Role Requirements

- Provide strategic guidance and constructive challenge to support the charity's ongoing development and long-term sustainability.
- Contribute business knowledge and commercial awareness to support effective decision-making and organisational planning.
- Help identify opportunities to strengthen the charity's services, partnerships and income streams.
- Support the Board in assessing organisational risks, opportunities and the potential impact of strategic decisions.
- Bring experience of managing organisational change, growth or development.
- Promote effective governance and ensure business decisions remain aligned with the charity's mission, vision and values.
- Support the development of strong relationships with businesses, professional networks and potential strategic partners.

Main Responsibilities

- Contribute to the development, implementation and review of the charity's strategic plans.
- Offer advice and guidance to the charity's leadership team on business planning, organisational development and long-term sustainability.
- Support the Board in reviewing the effectiveness and sustainability of the charity's operating model.
- Help identify opportunities for appropriate growth, collaboration and diversification of income.

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Trustee with Business and Strategic Development Experience Cont.

- Apply business experience to the evaluation of risks and opportunities, ensuring decisions are realistic, financially responsible and consistent with the charity's objectives.
- Act as a constructive sounding board for the charity's leadership team, offering an independent perspective on organisational challenges and opportunities.

Person Specification

In addition to the general requirements of the Trustee role, the successful candidate will ideally:

- Have experience in business management, senior leadership, business development or strategic planning.
- Demonstrate commercial awareness and an understanding of organisational sustainability.
- Have experience of supporting organisational change, improvement or growth.
- Possess strong analytical, problem-solving and decision-making skills.
- Be able to translate strategic ideas into realistic and achievable plans.
- Have experience of building productive professional relationships and networks.
- Understand the importance of balancing financial sustainability with charitable purpose.
- Be willing to share knowledge and expertise in a supportive and collaborative manner.
- Previous experience as a charity Trustee would be beneficial but is not essential.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. Occasional informal discussions or meetings with the charity's leadership team where their expertise would be valuable.

We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment. This is a voluntary, unpaid role.

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We're recruiting for a Specific Role

Trustee with Fundraising and Income Generation Experience

We are seeking a Trustee with experience in fundraising, income generation or charitable partnerships to join Dyslexia Sparks Board of Trustees.

As demand for our services continues to grow, securing sustainable funding is essential to ensuring we can continue supporting dyslexic children, adults and their families across Hull and East Yorkshire.

We are looking for someone who can bring knowledge, experience and fresh ideas to help strengthen our fundraising strategy, develop new opportunities and build relationships that support the charity's long-term future.

The successful candidate will work collaboratively with fellow Trustees and the charity's leadership team, providing strategic guidance and help to identify opportunities for sustainable income generation.

Specific Role Requirements

- Provide strategic guidance and expertise to support the development of a sustainable and diverse approach to fundraising.
- Help identify opportunities to increase income through grants, trusts and foundations, corporate partnerships, community fundraising and other appropriate sources.
- Support the charity in developing and maintaining meaningful relationships with funders, donors and supporters.
- Bring knowledge of fundraising best practice, ethical fundraising and relevant regulatory requirements.
- Help the Board evaluate fundraising opportunities and consider their potential impact on the charity's resources and objectives.
- Support the development of a long-term fundraising strategy aligned with the charity's mission, vision and strategic priorities.
- Champion the importance of communicating the charity's impact and demonstrating the difference it's service makes.

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Trustee with Fundraising and Income Generation Experience Cont.

Main Responsibilities

- Contribute to the development and review of the charity's fundraising and income generation strategy.
- Offer advice and guidance to the charity's leadership team on potential funding opportunities, partnerships and fundraising approaches.
- Support the Board in monitoring fundraising progress, identifying risks and reviewing income generation priorities.
- Help identify opportunities to develop relationships with local businesses, charitable trusts, foundations and other potential supporters.
- Provide strategic input into fundraising campaigns, projects and initiatives, ensuring they are realistic, achievable and aligned with the charity's objectives.
- Encourage good practice in fundraising, donor stewardship and impact reporting.
- Act as an advocate for Dyslexia Sparks, helping to raise awareness of the charity and it's work within relevant professional and community networks.

Person Specification

In addition to the general requirements of the Trustee role, the successful candidate will ideally:

- Have experience in fundraising, income generation, grant funding, corporate partnerships or charitable development.
- Demonstrate an understanding of different fundraising approaches and how they can contribute to financial sustainability.
- Have experience of developing relationships with funders, donors, businesses or other stakeholders.
- Possess strong communication, networking and relationship-building skills.
- Have the ability to think strategically and identify realistic opportunities for fundraising growth.
- Understand the importance of demonstrating charitable impact and maintaining funder confidence.
- Be enthusiastic about supporting a small, ambitious charity to develop it's fundraising capacity.
- Be willing to share knowledge, ideas and expertise in a collaborative and supportive manner.
- Previous experience as a charity Trustee would be beneficial but not essential.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. Occasional informal discussions or meetings with the charity's leadership team where their expertise would be valuable.

We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment. This is a voluntary, unpaid role.

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We're recruiting for a Specific Role

Trustee with Marketing and Communications Experience

We are seeking a Trustee with experience in marketing, communications or public relations to join the Dyslexia Sparks Board of Trustees.

We have an established and capable marketing function and are looking for someone who can offer professional insight, act as a supportive sounding board and share their experience when needed.

The successful candidate will provide strategic guidance, fresh perspectives and constructive advice, helping our existing team continue to develop the charity's profile and reach. This is not an operational marketing role, but an opportunity to share knowledge and expertise while contributing to the wider strategic direction of Dyslexia Sparks.

Specific Role Requirements

- Bring professional experience and strategic insight in marketing, communications or public relations.
- Provide guidance and act as a sounding board for the charity's existing marketing and communications activities.
- Offer constructive feedback, fresh ideas and an independent perspective when required.
- Support the charity in identifying opportunities to increase awareness, engagement and community reach.
- Help ensure marketing and communications activity supports the charity's wider strategic objectives.
- Share knowledge of developments, opportunities and best practice within the sector.

Main Responsibilities

- Offer advice and guidance to the charity's leadership and marketing team when required.
- Contribute to discussions around the charity's marketing and communications strategy.
- Provide an independent perspective on campaigns, initiatives and opportunities.
- Share relevant professional knowledge, experience and contacts where appropriate.
- Support the Board in understanding how effective communications contribute to the charity's development, reputation and sustainability.

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Trustee with Marketing and Communications Experience Cont.

Person Specification

In addition to the general requirements of the Trustee role, the successful candidate will ideally:

- Have experience in marketing, communications, public relations or brand development.
- Understand effective communications and audience engagement.
- Possess strong interpersonal and communication skills.
- Offer constructive advice in a collaborative and supportive manner.
- Understand the importance of a consistent and positive organisational identity.
- Be enthusiastic about helping a small charity strengthen its reach and impact.
- Previous Trustee experience would be beneficial but is not essential.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. Occasional informal discussions with the charity's leadership or marketing team may also be beneficial.

We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment. This is a voluntary, unpaid role.

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We're recruiting for a Specific Role

Trustee with HR Experience

We are seeking a trustee with experience in human resources/personnel management who will:

- Be committed to ensuring the highest standards of governance in policies and practice related to employee relations, recruitment, retention, reward and recognition, as well as staff and Trustee training and development.
- Assess risks and measure the impact of HR interventions in the light of changing legal requirements and best practice.
- Ensure long-term strategic oversight of the charity's personnel and staffing requirements in relation to the overarching goals of the charity.
- Ensure the Trustee Board monitors and reviews the performance of the charity's
- CEO, rewards performance accordingly and identifies appropriate development opportunities.

Main Responsibilities

- Review current HR policies and procedures in line with current legal requirements and best practice.
- Support and advise the CEO in redeveloping policies, procedures and best practices relating to HR and employment in line with the charity's mission, vision and values.
- Offer advice and guidance to the CEO when required, to support the management of staff from a HR perspective.
- Implement charity policies and practices in the context of furthering charitable objectives and evaluating how they impact beneficiaries and staff.

Person Specification

In addition to the general requirements of the Trustee role, the successful candidate will:

- Be able to demonstrate best practices in HR, employment law and employee relations.
- Have experience of developing HR policies and procedures which have proven successful.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment.
This is a voluntary, unpaid role.

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We're recruiting for a Specific Role

The Chair

We are seeking a Chair who will provide leadership and direction to the Board of Trustees. The Chair's aim is to enable the board to fulfil their responsibilities for the overall governance and strategic direction of the charity.

Specific Role Requirements

- Provide empathic leadership to support the development of strategic plans that fulfil the charity's mission and vision.
- Ensure that the Board of Trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the charity effectively, and which also reflects the wider population.
- Ensure that Trustees fulfil their duties for the effective governance of the charity.
- Ensure that the Board operates within its charitable objectives, and provides a clear strategic direction.
- Ensure that the Board is able to regularly review major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks.
- Ensure that the Board fulfils its duties to ensure sound financial health of the charity.
- Ensure that the governance arrangements are working in the most effective way for the charity.
- Develop the knowledge and capability of the Board of Trustees.
- Encourage positive change and where appropriate address and resolve any conflicts within the Board.
- Maintain close relationships with key influencers.
- Address any potential conflict with external stakeholders.

Main Responsibilities

- Help to plan Trustee meetings.
- Take the lead on ensuring that meetings are properly run and recorded.
- Take the lead on ensuring that Trustees comply with their duties and the charity is well governed.
- Have a second or casting vote if a vote on a Trustees' decision is tied.
- Act as a spokesperson for the charity, if required.
- Acts as a link between Trustees and staff.
- Line manage the CEO on behalf of the Trustees.

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The Chair Cont.

Person Specification

- Leadership/management qualification (preferred).
- Proven track record of leadership at senior level.
- Understanding of charity governance and compliance, with the ability to ensure systems and processes are in place to fulfil the requirements of associated regulatory frameworks.
- Experience of chairing roles, ideally in the charity sector.
- Previous Board/committee experience.
- Ability to communicate clearly and to summarise key information, verbally and in writing.
- Ability to sum up complex debate to draw out the issues for decision.
- Resilience when dealing with difficult and challenging people and complex situations.
- Self-motivated and able to work on own initiative within a team environment.
- Ability to create an environment in Board meetings which allows the Board to discuss matters and reach decisions.

Time Commitment

The Board meets a maximum of four times a year, generally online in the evening, with dates agreed in advance. We encourage Trustees to visit the centre occasionally and get to know our team and services, with opportunities arranged flexibly around individual availability. We are looking for a three-year commitment. This is a voluntary, unpaid role.

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We are a charity who puts CARE at the heart of what we do – we care about the people we work with and we care about their futures.

Our Mission

To support dyslexic individuals of all ages to identify their strengths and learning needs – enabling them to overcome any barriers, make progress and to reach their full potential.

We recognise the impact that dyslexia can have on significant others and extend our support to the families of dyslexic individuals.

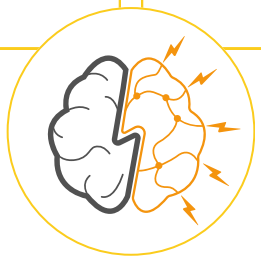
We offer understanding, professionalism and a safe environment within which this mission can be achieved.

Our Vision

A world where dyslexic individuals are valued and celebrated for what they have to offer.

We envisage a world where dyslexic individuals can unleash their inner spark in order to make valued contributions – at school, work and in the wider community.

We aspire for schools, workplaces and governing bodies to support this vision by designing and implementing policies and procedures which allow dyslexic individuals to be fully supported.



Our Values

Who we are, what we stand for and how we work.



Teamwork

We achieve more when we collaborate and all work together.



Respect

We value everyone, understand their strengths, and are considerate of their weaknesses.



Honesty

We build trust through responsible actions and honest relationships.



Compassion

We are kind and caring, and we go beyond the expected to ensure individuals, families, and communities are supported.



Accountability

Each of us is responsible for our words, our actions, and our results.



Quality

We strive to deliver a high standard of support, across all of our services.



Positivity

We look for the best in people and we provide a fun environment for learning and working.

How To Apply

If becoming a Dyslexia Sparks Trustee is something you're interested in, contact us today with your CV and some information on how you could contribute to our Charity, what role you could play for us, and any other information you think is relevant.



Please email our CEO Samantha Buttle:
samantha.buttle@dyslexia-sparks.org.uk

Deadline for applications is midnight 29/01/2027

Dyslexia Sparks is an equal opportunities employer and values diversity. We are committed to safeguarding and promoting the welfare of all learners and expect all staff to share this commitment.

All candidates should ensure that they have reviewed the Government information **here** before applying.

Thank you for supporting our charity