

Outside Bodies - 'Job Specification' Form

Name of Organisation	The Cutbush & Corrall Charity	
Type of Organisation e.g. charity	Charity (Almshouse)	
Contact Details	Name	Caroline Gambell Administrator
	Address	College Farmhouse 40 College Avenue Maidstone ME15 6YJ
	Telephone number	01622 765612
	Email	Caroline.cutbush@btconnect.com
	Website	Cutbushandcorrall.co.uk
Mission and Objectives of Organisation	Provision of almshouse accommodation for people living in Maidstone over the age of 50 years.	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Trustee	
What do you hope to achieve through the relationship?	Promotion of the mission and objectives of the organisation	
How often does the Organisation meet?	Quarterly with other additional meetings.	
Desirable skills and experience from the Council's representative	See attached sheet	
Terms of Reference Attached?	Scheme attached	
Any other information the Organisation wishes to add?		

DESIRABLE SKILLS/EXPERIENCE

- Experience of Housing management in the social housing sector
- Experience of funding of social housing especially with Homes and Community Agency
- Qualified accountant with experience in the social housing sector
- Lawyer with experience in the social housing sector including loans to charities
- Experience in the 'not for profit' sector generally
- Experience with IT and websites
- Experience in marketing, public relations etc
- Experience in Listed buildings e.g. development/renovation/repair
- Experience in giving investments advice.

Outside Bodies - 'Job Specification' Form

Name of Organisation	Kent County Playing Fields Association	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Paul Peacock
	Address	Cantium Lodge Terrace Road Maidstone Kent ME16 8HU
	Telephone number	01622 753960
	Email	kcpfa@hotmail.co.uk
	Website	www.kentpfa.org.uk
	Mission and Objectives of Organisation	To ensure there are adequate facilities for recreation in every city, town and village in Kent and to encourage the provision, improvement, retention and use of playing fields, children' playgrounds and other recreational centres.
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Observational capacity – not requiring the Council's representative to take part in any decision-making process.	
What do you hope to achieve through the relationship?	Liaison and thereby greater public awareness of the Charity's work.	
How often does the Organisation meet?..?	Committee members meet quarterly and at AGM. Council meetings are once a year for approx. 2 hrs.	
Desirable skills and experience from the Council's representative	An interest in sports and the role social enterprises have in the community. Otherwise none necessary.	
Terms of Reference Attached?	See attached info.	
Any other information the Organisation wishes to add?	Support in our home town of Maidstone is essential in gaining support from other local authorities.	

Kent County Playing Fields Association

"The Kent County Playing Fields Association is a registered Charity No 302907 and is affiliated to the National Playing Fields Association.

The Object of the Association is to ensure there are adequate facilities for recreation in every city, town and village in Kent and to fulfil this object, to encourage the provision, improvement, retention and use of playing fields, children's playgrounds and other recreational centres. The Charity supports both the Maidstone Dream project and the Maidstone Sports Achievement Awards each year as well individuals and other voluntary organisations within the Maidstone area particularly, as well as the rest of Kent".

Outside Bodies - 'Job Specification' Form

Name of Organisation	Age Concern Maidstone	
Type of Organisation e.g. charity	Charity	
Contact Details	Name	Paul Coles
	Address	11 Mill Street, Maidstone, Kent, ME15 6XW
	Telephone number	01622 753 618
	Email	paulcoles@ageconcernmaidstone.org.uk
	Website	www.ageconcernmaidstone.org.uk
	Mission and Objectives of Organisation	<p>Vision</p> <p>We exist to promote the welfare of the older residents in the Borough of Maidstone</p> <p>We believe:</p> <ul style="list-style-type: none"> • That older people are entitled to the help that they need to improve their own sense of well being, to promote independence and to have control of their own lives: • That 'Ageist' or negative attitudes can lead to low expectations by older people or carers about what can be achieved: • That older people should remain free to choose the services they require. • In working with partners to achieve our vision. <p>Our objectives are:</p> <ul style="list-style-type: none"> • To provide a wide variety of services aimed at improving the quality of life for elderly people at a price they can afford. • To work in partnership with others to this end and seek to educate and influence key decision makers on issues relating to older

	<p>people.</p> <ul style="list-style-type: none"> • To support older people in their homes to promote their independence and offer temporary access to services where appropriate. • To provide companionship for our clients at our day centres which offer a range of specialised services. When clients need more specialist care than we can provide, we refer them on to other agencies working to secure the support they need.
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	Advisor to Directors
What do you hope to achieve through the relationship?	We see the relationship as a partnership between Maidstone Borough Council and ourselves to improve the lives of older people with the Council representative being key to meeting our objective of educating and informing the Council on key issues relating to older people.
How often does the Organisation meet?	Once a month
Desirable skills and experience from the Council's representative	<p>An interest in our work and the needs of older people within the Borough.</p> <p>Knowledge of the local community.</p> <p>Governance.</p> <p>General Strategic planning.</p> <p>Finance and customer care skills would be desirable.</p>
Terms of Reference Attached?	
Any other information the Organisation wishes to add?	Age Concern Maidstone is a local charity that is part of the Age Concern federation. We currently run 10 projects for older people and currently have over 1,500 clients on our books

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Name of Organisation	LOCAL GOVERNMENT ASSOCIATION	
Type of Organisation e.g. charity	UNINCORPORATED ASSOCIATION	
Contact Details	Name	MARION STRIBLING
	Address	LOCAL GOVERNMENT HOUSE SMITH SQUARE LONDON SW1P 3HZ
	Telephone number	020 7666 3040
	Email	Memberservices@lga.gov.uk
	Website	lga.gov.uk
Mission and Objectives of Organisation	See constitution at lga.gov.uk	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)	represent the council at meetings.	
What do you hope to achieve through the relationship?	mutual benefit for the LGA and member authority.	
How often does the Organisation meet?	General Assembly - 1 per year Commissions - 2 per year each.	
Desirable skills and experience from the Council's representative	Few Commissions - an interest in rural/urban affairs.	
Terms of Reference Attached?	See lga.gov.uk	
Any other information the Organisation wishes to add?		

Outside Bodies - 'Job Specification' Form

Name of Organisation		Maidstone Beauvais Twinning Association	
Type of Organisation e.g. charity			
Contact Details	Name	Glenda Gillofinch	
	Address	251 D Royley Rd. M/stone. ME14 2AS	
	Telephone number	01622 755625	
	Email	-	
	Website	-	
Mission and Objectives of Organisation		To increase and maintain links with Beauvais	
Role and responsibility of the Council representative? (e.g. Observer, Trustee, Director)		To sustain the above and oversee audited accounts	
What do you hope to achieve through the relationship?		To encourage and fund exchanges with Sport Groups, Schools and any other M/stone based association.	
How often does the Organisation meet?		Regular committee meetings and events for members. We offer help and advice for any visitors to our Twin Town Beauvais.	
Desirable skills and experience from the Council's representative		To be able to interact with all age groups.	
Terms of Reference Attached?			
Any other information the Organisation wishes to add?			