



Older People Active Lives

Lead Trustee for Information Governance

OPAL offers accessible, enjoyable, and enabling activities for older people in rural West Cheshire, in order to reduce isolation and loneliness. We have been operating for 13 years and, during that time, have expanded our range of services and gained a reputation as a trusted provider. In 2020 OPAL received a Queen's Award for Volunteering in recognition of the work our amazing volunteers undertake.

We have a vacancy for a Lead Trustee for Information Governance. The successful candidate will have relevant management skills and broad Information Governance experience, including data management and data protection. Knowledge of MS365 and website development would be an advantage.

We are a volunteer-led organisation with a small team of enthusiastic and hard-working, part-time, staff. This means Trustees are involved in much of the operational activity, making for a very rewarding experience.

In addition to attending 4 Board Meetings and 1 Away Day each year, duties include:

- Chairing quarterly Information Assurance Committee meetings.
- Maintaining Information Governance policies, and training to support them.
- Ensuring owners of other policies keep them updated, with changes communicated and formally filed.
- Liaising with OPAL's IT support (currently Pro-Networks) in relation to current and future requirements.
- Developing the website, including recommendations to the Board regarding future needs.
- Advising the Board of Trustees on all Information Governance matters and keeping them aware of any developing issues.

This is an opportunity to be part of a passionate and energetic team dedicated to improving the lives of vulnerable older people. OPAL has exciting ambitions, and you will be involved in shaping and influencing the future direction.

Information about OPAL and our services can be found on our website at: www.opalservices.org.uk We are committed to promoting diversity and equality and welcome applications from all suitably qualified candidates, regardless of their race, gender, disability, religion/belief, sexual orientation or age.

If you would like to discuss the role, please contact our Chair, Geoff Hope-Terry, at: geoff.hopeterry@opalservices.org.uk and applications, including a CV and covering letter, should be emailed to Geoff by Tuesday 2nd April 2024.