

Skills for People – role description: Trustee

Job Description

Trustee

1. Role Summary

The Board of Trustees has overall control of a charity and is responsible for making sure it is doing what it was set up to do. The trustees lead the charity and decide how it is run. Since Skills for People is a charitable company, limited by guarantee, our trustees are also Company Directors

2. Main responsibilities of a Trustee

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document – ‘articles of association’.
- To ensure that the organisation pursues its objectives as defined in its governing document.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To appoint the Chief Executive and monitor his or her performance.

With other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.

Skills for People – role description: Trustee

- being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

3. Time commitment

The expected time commitment is up to six trustees meeting per year, each lasting 2 hours, one strategy day each year and some committee work. Times of meetings are set to suit trustees. Meetings usually take place in Newcastle or via Zoom. Board members are welcome to play a more active role in shaping our services if they wish.

4. Location

- Board meetings are currently held by Zoom/Teams.
- Meetings can take place at the organisation’s offices in Byker, Newcastle upon Tyne, with the facility for remote participation

5. Person specification

Individuals are sought who have a strong empathy with our mission and values.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Trustees may bring to the board one or more of a range of experience, interest, skills and knowledge, including but not limited to

- Personal lived experience as a disabled person or family carer
- Financial management/accountancy
- Business or entrepreneurial skills
- Marketing /PR
- HR/legal
- Health and social care
- Experience of the diverse communities which the organisation seeks to support

Skills for People – role description: Trustee

Experience:

- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A commitment to promoting equality and diversity
- Desirable - Successful experience of operating within a board in a charitable, public sector or commercial organisation

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Chief Executive

Each Trustee will be expected to provide two referees who can provide a written reference, and to obtain a satisfactory enhanced DBS.