

Job Description and Person Specification

Job title:	Trustee
Purpose:	Oversee the management and administration of the charity
Location:	Board of Trustees meetings will usually be held in Brixton or by Zoom video conference
Hours:	Hours vary but necessary to ensure commitment to role as appropriate and to carry out duties competently Up to six Board of Trustees meetings and four Strategy Sessions a year Adhoc remote involvement with Scheme Director as requested Regular review of reports and documentation
Salary range:	Voluntary
Term of office:	Four years

Job Description

Governance

Trustees have the overall legal responsibility for a charity. The law, in the Charities Act, describes charity trustees as ‘the persons having the general control and management of the administration of a charity’. The role of the Trustees is to take collective decisions at the Board of the charity.

Trustees have specific duties that are set out in HSL’s governing document (Memorandum and Articles of Association). Trustees must act collectively to govern the charity and take decisions in line with this document. Trustees do not have the authority to act on their own as a trustee unless this has been authorised by the Board of Trustees as a whole. You must act as a whole to make collective decisions for HSL.

The Memorandum and Articles of Association states how the charity is run, governed and owned. It includes the responsibilities and powers of the Trustees and the means by which the Members exert control over the Board of Trustees. Under this governing document, HSL Trustees can be elected for an initial 4 year term, followed by a further 4 year terms and then a further 3 years at the AGM. Appointments will be registered with Companies House and the Charity Commission.

Trustees must show commitment to the Declaration of Willingness to act as a Trustee and carry out regular training to understand the roles and legal responsibilities, and, in line with the Charity Commission's guidance The Essential Trustee (CC3) and Charity Governance Code.

The Role of the Board of Trustees

Trustees will operate within two sets of formal rules. Firstly, within the Memorandum and Articles of Association and secondly, within the law set out within the Charities Act. HSL Trustees work collectively as a board and take decisions at formal board meetings or electronically. The day to day or operational matters are delegated via the Scheme Director to staff and volunteers.

The overriding duty of Trustees is to advance the purposes of the Charity as well as Legal, Financial, Risk Management and Strategic Responsibilities as set out in the Charity Commission's 'The Essential Trustee (CC3)' and the Charity Code of Governance. In an ideal world Trustees would not get involved with the operational aspects of HSL but it has been very difficult in the current environment where Trustees have become more directly involved and offered support in staffing, volunteer training and funding applications.

You can contact the Clerk to the Board of Trustees about adding Board agenda items or raise any suggestions if you think the reporting could be improved to help you carry out your Trustee duties.

Specific responsibilities Trustees

The role of the Trustees collectively is to:

- determine the strategic vision and overarching strategic plan of HSL;
- provide strategic leadership and governance;
- to develop effective links within the local community, communicating openly and frequently as appropriate and ensuring that HSL meets its responsibilities to the community and serve the community's needs in line with the Mission, Vision and Values
- provide challenge and support to Scheme Director;
- develop and decide strategic and operational and financial policies;
- set and monitor the charity's budget;

- monitor expenditure in accordance with appropriate authorisations;
- develop and implement a risk management strategy;
- ensure the charity complies with the legal obligations;
- determine the charities reserves policy;
- ensure appropriate insurance or risk cover is put in place;
- undertake recruitment and performance management of the Scheme Director;
- develop training programmes and opportunities for professional development for Trustees;
- support the development and building of leadership and governance capacity within the charity;
- support the Scheme Director in overseeing and reviewing of all funding applications.

Core Competencies

The following core competencies are expected of the Trustees that they will:

- work as a team;
- attend meetings and be prepared to contribute to discussions and commit to agreed actions;
- be respectful of the views of others and to be open to new ideas and thoughts;
- treat all confidential information confidentially;
- act with integrity, avoiding any personal conflicts of interest and complying with the Conflict of Interest policy;
- develop a deep understanding of the vision and ethos of the charity and the roles played by all individuals in fulfilment of the charity's mission;
- understand the policies and procedures of the charity and how these are implemented at charity level;
- support the charity in public and act as an ambassador of the charity where required;
- commit to training and skills development;
- be ready to ask questions;
- be focussed on problem solving and be ready to learn from past experiences;
- adhere to the Nolan Principles in their conduct.

Personal qualities and values:

- A desire to create positive change for the families of Lambeth;
- A commitment to the aims and objectives of the charity;
- A willingness to devote time and effort;
- An ability to work effectively as a team while contributing an independent perspective;
- An ability to build productive and supportive professional relationships;
- A commitment to the Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- A commitment to equal opportunities and anti-discriminatory practice;
- A commitment to Safeguarding young people;
- Reliability and integrity.

Education and training (preferred but not essential)::

- A record of continuous professional development;
- Educated to higher level in professional area of expertise.

Experience (preferred but not essential):

- Experience of driving positive change;
- Experience in leadership and management;
- Professional experience in accountancy/ finance / business / HR / marketing/ law/ governance;

Knowledge:

- An understanding of the needs of the local residents of Lambeth and the community served;
- An understanding and acceptance of legal duties, responsibilities and liabilities of charity trustees;
- An understanding of financial management and budgets.

Skills:

- Strategic vision;
- An ability to think creatively;
- Good, independent judgement;
- An ability to use financial data to inform decision-making.