



**Job Title:** Trustee

**Direct Report:** None

### **1.0 Role Summary**

- To work with the Trustee Board to have oversight of the organisation's activities to ensure they meet the aims and objectives of the charity.
- To support the Chair and Director to set the strategic direction for the charity.
- To support the Board and Chair to manage the organisation and take responsibility for financial probity, accounting and risk.
- To be responsible to the Charity Commission for the proper functioning of the charity.
- To be able to demonstrate that the charity is complying with the law, well run and effective.
- To ensure accountability within the charity particularly where you delegate responsibility for particular tasks or decisions to staff or volunteers.
- To be a champion for Restorative Justice, and its current and potential role in the field of criminal justice.

### **2.0 Qualities of a Trustee**

- Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adhering to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Commitment to the charity's objects, aims and values and willingness to devote time to carry out responsibilities.

# Why me?

- Strategic and forward-looking vision in relation to the charity's objects and aims.
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidences of colleagues.
- Balancing tact and diplomacy with willingness to challenge and constructively criticise.
- Commitment to Equality and Diversity and its practice throughout the organisation
- Prior experience of committee/trustee work.
- Knowledge of the type of work undertaken by the organisation.
- Experience of committee work, some experience of charity finance, charity fundraising.

## **3.0 Time Commitment**

- The Board meets at least 4 times a year and Trustees are expected to be available on all such occasions.
- In addition to Board Meetings, other contact – either in person or by electronic or telephone means – will be necessary.
- Membership on special committees, such as Finance, HR, Fundraising etc who meet a few times a year.

## **5.0 Tenure**

- The position of Trustee, will be subject to renewal every 3 years, with a maximum tenure of 9 years.