

Role Description

Job Title	Charity Trustee	Accountable To	Chair of Trustees
Role Type	Governance	Working Location	Remote

Introduction to Role	Charity Trustees are responsible for scrutinising the work of our operational staff and ensuring that our work is in accordance with our own constitution and the law. Trustees ensure that the charity meets it's moral, legal and ethical obligations, as well as line managing the Chief Executive Officer.
Responsibilities	• Ensuring that the charity pursues its stated objects (purposes), as defined in the governing document, by developing and agreeing a long-term strategy, • Ensuring that the charity complies with its constitution, charity law and any other relevant legislation or regulations, • Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects for the benefit of the public, • Ensuring that the charity defines its goals and evaluates performance against agreed targets, • Safeguarding the good name and values of the charity, • Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place, • Ensuring the financial stability of the charity, • Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
Working Pattern	Trustees meet once a quarter; all trustees are expected to attend every meeting unless they have a reasonable excuse. Meetings are generally held via Microsoft Teams in the evening or at weekends. Trustees may carry out additional work at a time to suit them, either from home or our office in Strood.

Background Checks

This post is subject to The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975; the successful candidate will undergo Enhanced Background Checks before appointment. All spent and unspent convictions, cautions, reprimands or warnings that would not be filtered in accordance with current guidance must be declared on the application form.



Person Specification

Regulation and Compliance		
Required/Desired	Criteria	Assessment Method
Desired	Currently Live in Medway or Swale	Application Form
Required	Not be disqualified from acting as a Charity Trustee or Company Director in England and Wales	Application Form, Interview
Professional Experience		
Required/Desired	Criteria	Assessment Method
Required	Professional Background in one of the following sectors: • Education and Training • Health and Social Care (Children and Young People's) • Youth Work • Childcare • Business and Marketing • Law	Application Form, Interview
Desired	Experience at board level within charities and CICs	Application Form, Interview
Desired	Experience as Chair of Trustees	Application Form, Interview
Desired	Understanding of the trustee role and responsibilities	Application Form, Interview
Personal Attributes and Skills		
Required/Desired	Criteria	Assessment Method
Required	Strong strategic vision	Application Form, Interview
Required	Ability to work well within a team and independently	Application Form, Interview
Required	Ability to solve and overcome problems in a creative and innovative way	Application Form, Interview
Required	A commitment to Nolan's seven principles of public life: • Selflessness, • Integrity, • Objectivity, • Accountability, • Openness, • Honesty and leadership, • Leadership skills,	Application Form, Interview
Required	Strong communication and inter-personal skills	Application Form, Interview
Required	Ability to work under pressure and manage time and workload effectively	Application Form, Interview