



Role Descriptor: Trustee

Our trustees play a vital role in making sure that Supporting Healthcare Heroes UK (SHH-UK) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that SHH has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the trustee board to enable SHH to grow and thrive, and through this, support healthcare workers as best we can.

Trustee board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties

- Support and provide advice on SHH-UK's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee SHH-UK's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve SHH-UK's financial statements.
- Provide support and challenge to SHH-UK's Chair in the exercise of their delegated authority and affairs.
- Keep abreast of changes in SHH-UK's operating environment.
- Contribute to regular reviews of SHH-UK's own governance. Attend trustee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect SHH-UK's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of SHH-UK's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond trustee meetings. This may involve scrutinising trustee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a trustee board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our charity's values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

Terms of office

- Trustees are appointed for an initial 3 year term of office, with possible renewal for 2 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

The expected time commitment for this role is approximately six to eight hours a month, including attendance at board and committee meetings and other relevant activities.

Committee membership

Ad hoc and occasional support through working groups and/or support to the trustee team. We will currently have the following committees and there is an expectation that each trustee will be involved in at least one of these:

- Fundraising Committee
- Business Planning and Service Delivery Committee
- Community and Service User Engagement Committee
- Digital Communications and Content Committee
- Governance, Risk and Audit Committee