

## Fulham Good Neighbours - Trustee Role Description 2025

Since 1966, Fulham Good Neighbours has supported older and disabled neighbours in their [homes and gardens](#), in the [community](#), at our community centre, and now [online](#). We support over 500 older and disabled people a year, supported by over 100 local volunteers.

We are recognised by the *Queen's Award for Voluntary Service*. In 2023 we won the local *Civic Award for Contributions to the Borough*. Our impact survey's regularly show:

- 100% beneficiaries would recommend our services; and
- 98% feel we create a community where neighbours look out and care for each other.



FGN are pleased to be recruiting up to two new trustees. We are seeking to diversify the FGN board, where possible, so as to bring in new skills and perspectives.

**About the role:** in collaboration with your co-trustees, you will ensure that FGN complies with its governance document and the law, particularly our responsibilities as a registered charity and a company limited by guarantee. You will act in the charity's best interests and ensure careful management of resources and accountability.

You will attend evening board meetings every two months (six annually), an annual strategy session, and our Annual General Meeting in November, and contribute your skills to adhoc activities and fundraising events. Meetings take place every two months from 5-8 in the evening and there is one strategy meeting every 18 months.

**About you:** Previous trustee experience is not required, but you will have an interest in the strategic role of a trustee and charity governance. You will have a passion for supporting older and disabled members of the community, and an empathy for their needs. You will commit to serving a full three-year term. The time commitment is approximately 4 hours per month.

FGN is also keen to improve representation from other underrepresented groups, including (but not exclusively) underrepresentation by ethnicity, disability, sex, sexual orientation, pregnancy and maternity, religion or belief, gender identity, or marriage and civil partnership. Also, those with lived, volunteer or professional experience of supporting older and disabled people, which is specifically relevant to the work we carry out.



### **Role description**

1. To ensure informed decision making and to best promote the charity externally, trustees should commit to undertaking appropriate training, and should develop and maintain strong knowledge and understanding of:
  - a. FGN activity,
  - b. other local activity and news, particularly impacting older and disabled residents, and
  - c. Charity governance and legislation.
2. With co-trustees and the CEO, support:
  - a. setting FGN strategy and short, medium, and long-term objectives,
  - b. setting annual budget and scrutinise financial reporting, and
  - c. annual policy, safeguarding, financial and risk management reviews.
3. With co-trustees and the CEO, ensure:
  - a. appropriate monitoring and evaluating of FGN's work is in place,
  - b. staff and volunteers are properly supervised and supported,
  - c. all property and assets owned by the organisation are properly maintained, appropriately used, and insured as necessary.
4. With co-trustees and the CEO, ensure FGN meets:
  - a. its obligations set out in our governance document,
  - b. all legal responsibilities, inclusive of employment, health & safety, and data protection legislation,
  - c. obligations to the Charity Commission, and Companies House, inclusive of conflict-of-interest declarations as necessary.
5. Ensure that the organisation meets all its contractual obligations including employment contracts, and funding contracts.



## **Person Specification**

### **Essential**

1. A strong interest in the work of FGN and live locally.
2. An understanding of charity governance or willingness to develop an understanding.
3. Empathy for older and disabled people, and an understanding of their needs.
4. Commitment to attend all trustee meetings and to serve a three-year term.
5. Strong communication skills.
6. Strong team working skills.

### **Desirable**

1. Expertise in one or more of the of the following areas: Management, IT, Voluntary Sector, Fundraising.

### **The post is subject to:**

Satisfactory *Disclosure and Barring Service* checks, and two satisfactory references.

### **Additional Information:**

- All reasonable out of pocket expenses will be refunded.
- Meetings take place every two months between 5 and 8pm at Fulham Good Neighbours, Rosaline Hall, 70 Rosaline Road, London, SW6 7QT. There is the opportunity to attend some meetings online.

10 January 2025

