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**Trustee Role Description & Person Specification**

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| **Role Title** | **Trustee** |
| **Where** | Bentilee Volunteers primarily operates from 19 Brackenfield Avenue, ST2 0DH. We also operate some of our activities and services from the Pavilion on Bentilee Park, Ubberley Road. |
| **Hours** | Minimum requirement to attend monthly executive meetings – 2 hours in duration. Date of meetings given in advance |
| **Main Duties** | Trustees have the ultimate responsibility for the administration and assets of the Charity and must therefore act responsibly, reasonably and honestly in all of their activities. Also, the role of Trustees, acting as a body, is to ensure that the charity has a clear direction and purpose to get on with the work it was established to do. |
| **General Responsibilities** | All trustees must also make sure that:   1. The charity complies with its governing document and complies with charity law requirements and any other laws that may apply 2. Make sure that the charity’s assets are only used to support or carry out its purposes 3. Avoid exposing the charity’s assets, beneficiaries or reputation to any undue risk 4. There are appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed 5. At all times to act in the best interests of the charity and its beneficiaries 6. They declare any conflict of interest   A Trustees duties and responsibilities are personal and are to be carried out in the Trustees personal capacity in accordance with his or her conscience and not at the direction of a third party. |
| **Personal Qualities and Attributes** | A demonstrable interest in and commitment to Bentilee Volunteers, its aims and objectives as well as its community, members, staff, volunteers and customers.  Be a confident, energetic, caring, resourceful, friendly and motivated individual with a flexible and professional approach  Ability to work with integrity and demonstrate good independent judgment as well as being able to share ideas and speak their mind  Must be an excellent team player, with good communication skills  Understand and accept the legal duties, responsibilities and liabilities of being a trustee.  You should also be able to give enough time, thought and energy to your role, for example by preparing for, attending and actively participating in all trustees’ meetings and any sub-committee work  As someone responsible for governing a charity, you must take reasonable care and attention in making decisions, making use of your skills and experience and seeking appropriate advice and action when necessary |
| **Qualifications, Skills and Experience** | A good standard of English and education is desirable  Prior experience of being involved in the voluntary/charity sector as a Trustee/employee/volunteer is preferred, but not necessary  Skills or experience in any of the following would be advantageous:   |  |  |  |  | | --- | --- | --- | --- | | * Experience of working with or in the Local Authority * IT systems/websites/social media * Links with the NHS * Links with the Private Sector * Experienced in HR/Payroll/Personnel /Employment Law * Business owner (current or former) * Lives in or has local knowledge of Bentilee * Local Historian * Experience in transport and logistics * Worked in or has links with local Job Centres and the benefits system * Experience in/links with youth and community work | * Business management experience * Charity law * Finance experience * Links with local/national press/media * Working with/managing volunteers * Experience in providing a public service * Links with local schools/education/colleges/ universities * Previous experience of Asset Transfer with the City Council * Experience of working within the Voluntary Sector * Experience in online sales/customer service |  |  | |
| **Other Info** | You must be at least 16 years old to be a Trustee  You must not act as a trustee if you are disqualified under the Charities Act, including if you:   1. have an unspent conviction for an offence involving dishonesty or deception (such as fraud) 2. are bankrupt or have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor 3. have been removed as a company director or charity trustee because of wrongdoing   Since we work with vulnerable adults and children it will also be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal conviction |