

Trustee Role Brief

Purpose of the role

Trustees have ultimate responsibility for overseeing the affairs of Changemakers, ensuring that the organisation is solvent and well run and through delegation to the executive delivers the outcomes for which we exist.

Key responsibilities

- Ensuring compliance with our objects, purposes, values and governing document.
- Giving firm strategic direction - setting our overall objectives, defining goals and targets and evaluating performance against those targets.
- Approving policies and strategies to achieve our objectives.
- Ensuring our solvency and ongoing financial stability.
- Ensuring that we comply with all relevant charity and company law, regulations and requirements of regulators.
- Agreeing and ratifying all policies and decisions on matters which might create significant risk.
- The appointment and performance management of the Chief Executive.
- Setting and maintaining a framework of delegation and internal control.

Obligations

All trustees must:

- Be bound by an overriding duty, both individually and collectively, to act at all times in the interests of Changemakers and of its present and future beneficiaries.
- Be equally responsible in law for the Board's actions and decisions.
- Have equal status.
- Act personally and not as the representative of any group or organisation. This applies regardless of how that person was nominated, elected or selected to become a Trustee.
- Ensure that they remain independent and do not come under the control of any external organisation or individual.
- Attend Trustee Board meetings regularly.
- Support all decisions once they have been agreed by the Board.
- Respect the confidentiality of board matters and discussions.

Other duties

In addition to the responsibilities and obligations above, each trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve Trustees:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Serving on Board sub-committees (HR and Audit Committees)
- Advising on other issues in which they have special expertise

The relationship between the Board and the staff team

- The Chief Executive has responsibility for maintaining a clear division of responsibilities between the Board and the staff team and is the primary link between the two, supported by the Company Secretary, currently the HR Director.
- The Chief Executive is responsible for implementing the strategic decisions of the Board.
- Trustees should stay focused on the strategic direction of Changemakers and avoid becoming involved in day to day operational issues and decisions that have properly been delegated to the staff team.
- Trustees should hold staff accountable through the Chief Executive.
- Trustees will be kept in touch with the activities of Changemakers through an assigned Buddy.

Person specification

- Commitment to our mission, vision, values and aims and objectives
- A passion for the work of Changemakers
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Willingness to devote the necessary time and effort
- Strategic vision and a sensitivity towards setting strategic direction
- Proven track record of sound judgment, effective decision making, and corporate responsibility
- Ability to think creatively
- Willingness to speak their mind and to act impartially and apolitically
- Ability to work effectively as a member of a team
- Maintain Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

We are looking for individuals who in addition to meeting the person specification also have:

- All potential trustees need to have the ability to understand and assimilate financial information
- It would also be helpful if interested applications were able to demonstrate skills and experience in one of the following areas: law, communications/PR, public sector , youth leadership

What the person specification means in reality:

Working for others not yourself - Trustees have to act in the best interests of the charity - not any other interest. Your own personal interests, the views of a certain section of membership or staff or any outside interests should be left behind before you sit down at the meeting table.

Taking legal responsibility - You are ultimately responsible for what goes on, including financial responsibility and employment responsibility. Sounds scary? Don't worry! As long as you have made proper, informed decisions, followed the rules of our governing document and taken professional advice when you need to then you won't run into any serious trouble.

Giving time – Our trustee board meets quarterly. You will need to be able to commit a small amount of time, probably no more than a few hours a month.

Working together - You have joint responsibility with the other trustees - trusteeship is about working together. No matter what happens, you will always have to try to get along with your fellow trustees: this means listening to others trustees and advisors, saying what you think and accepting the majority decision.

Keeping up to date on the facts - Doing your job properly will involve finding out about Changemakers - its services, staffing, future plans, what might affect its services and future funding opportunities and risks.

Making sure you understand your role as trustee – Changemakers will ensure that you are given every opportunity to talk through and understand what your role as a trustee of Changemakers will mean.

Successful candidates need to sign a Code of Conduct and must disclose any information which could conceivably bring Changemakers into disrepute. Certain people are disqualified by law from acting as charity

trustees - for example anyone with an unspent conviction for an offence involving deception or dishonesty or anyone who is an undischarged bankrupt.

We also require successful candidates to supply two referees who we could contact as well as applying for an enhanced Criminal Records Bureau disclosure.

How to apply:

Please complete our application form which covers:

- Educational and professional qualifications and a full employment history showing the more significant positions and responsibilities held, relevant achievements and budgets and staff managed
- Personal statement of not more than two pages showing how you meet the person specification listed with examples
- Name, address and telephone contact details of two referees (who will not be contacted unless you are called for interview)
- Completed Equal Opportunities monitoring form
- Daytime, evening and/or mobile telephone numbers (to be used with discretion)

Please send your application marked Private and Confidential to Laura Campbell, Company Secretary, Changemakers, Ground Floor Zetland House, 5 – 25 Scrutton Street, London, EC2A 4HJ or by emailing to Laura@changemakers.org.uk. You can contact Laura by phoning 020 7033 6970.

All applications must be received by Friday 12th February by 5pm.

Interviews will take place on Tuesday 16th February.

