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**Job description template**

**Job title:** Trustee

**Location:**

**Type of working required:** *Please add detail here as to the type of working arrangements that the candidate can expect i.e. home based/out based/nights/weekends/etc.*

**Department name:** *Delete if N/A*

**About your organisation and the department:** *Please add details here about your organisation i.e. purpose, vision or mission, the type of environment/specific sector that they will be working in. This should provide the candidate with a view on the culture and purpose of the organisation.*

*Example - We are looking for compassionate and motivated people from all backgrounds to join* ***xxxx.*** *We offer a rewarding career and great benefits in a caring, supportive environment. We believe strongly in the growth of our employees and encourage and foster the desire to learn, advance and progress within our organisation. We understand the importance of a healthy work-life balance and value the commitments you may have, therefore we will happily consider flexible working applications. If we can make it work – we will!*

**The purpose of this role is** to be responsible for managing the business of the organisation by providing valuable guidance, support, and expertise**.**

**About the role:**

We are looking for compassionate, responsible, and committed people who can provide guidance and strategic input in a variety of areas and will always act with integrity and the best interests of the charity in mind.

You will be joining our current Board of Trustees. Trustees have overall control of the charity and have responsibility for ensuring it is solvent, well-run, and delivering the outcomes it was set up to do.

**Duties and responsibilities:**

* Ensure you understand the charity’s purposes as set out in its governing document.
* Help to create, plan, and share a clear vision of the charity’s future goals and aspirations.
* Clearly explain how the charity’s activities are intended to further or support its purposes.
* Understand how the charity benefits the public by carrying out its purposes.
* Responsible for the financial record keeping and reporting as well as fundraising.
* Represent the charity externally, helping to continuously build a positive reputation and raise awareness by upholding our values and promoting the vision.
* Oversee the delivery of planned results by monitoring performance against agreed strategic objectives and targets.
* Establish the overall strategic direction of the charity within the policy and resources framework available and ensure there is a distinction between these and day-to-day management decisions.

**Job skills, experience, and qualifications:**

* Willingness, energy and drive to lead and contribute to the success of our organisation
* Possesses tact and diplomacy, alongside the ability to persuade and influence at all levels
* Committed, passionate and self-motivated with ability to enthuse, inspire and motivate others in order to achieve the charity’s objectives.
* Possesses relevant knowledge, and experience of leading/chairing organisations – previous charitable sector experience and/ or knowledge and understanding of working with people who have experienced homelessness and vulnerable adults would be ideal.

**Essential:** *These would be core skills needed to undertake the role.*

**Desired:** *Skills that it would be good if the candidate had.*

**Additional details:** *It is strongly encouraged if your organisation follow this policy below, to add a clear statement in this job advertisement of your commitment to inclusivity such as below or to make up a different one of your choice*.

*Example -* *We welcome applications regardless of age, disability, marital status (including civil partnerships), pregnancy or maternity, race, religion or belief, sexual orientation, transgender status, sex (or gender), neurodiversity, employment status, trade union affiliation, or other irrelevant factor. We welcome applications from military veterans or service leavers. We will interview all disabled applicants who meet the essential criteria.*

*Also consider any flexible working arrangement opportunities and any selection processes that you use.*

**How to apply:** *Link to website or email address to send CV to. Please also include a telephone number for those who are visually impaired or blind and an SMS number for those who are either deaf or hearing impaired so they can initiate contact and arrange for support in applying for the job if needed in any way or request a different format or method.*

**Closing date:** xxxx

**For information please contact:** *Name and contact details of recruiting manager.*