**Trustee Role Profile**

Remuneration The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Location Liverpool

Time commitment: Trustee must visit a sufficient amount of Board meetings as specified within the Charity’s Constitution. They also must commit to carrying out the activities of the Strategic Committee they are allocated to.

Reporting to Chair and the Board of Trustees

**Job Description**

**The statutory duties of a trustee are:**

* To ensure the organisation complies with its Constitution.
* To ensure that the Charity pursues its objectives as defined in its Constitution.
* To ensure the Charity applies its resources exclusively in pursuance of its objectives.
* To contribute proactively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To safeguard the good name and values of the organisation.
* To ensure the effective and efficient administration of the organisation.
* To ensure the financial stability of the organisation.
* To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.

In addition with other trustees to hold the charity “in trust” for current and future beneficiaries by:

* Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
* Being responsible for the performance of the charity and for its corporate behaviour; ensuring that the charity complies with all legal and regulatory requirements.
* Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
* Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

The above list of duties is indicative only and not exhaustive. The Trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Person specification**

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

**Experience:**

* Successful experience of operating within a board in a charitable, public sector or commercial organisation;
* Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
* A proven track record of sound judgement and effective decision making;
* A history of impartiality, fairness and the ability to respect confidences;
* A track record of commitment to promoting equality and diversity.

**Knowledge, skills and understanding:**

* Commitment to the organisation and a willingness to devote the necessary time and effort;
* Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind;
* Willingness to be available to staff for advice and enquiries on an ad hoc basis;
* Good, independent judgement and strategic vision;
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
* An ability to work effectively as a member of a team;
* An understanding of the respective roles of the Chair and fellow Trustees.

Approved by Board of Trustees on xx April 2016.