

Title: Trustee

Role Purpose: To further the work of Ormiston Children & Families Trust in meeting its aims and objectives within the requirements of its constitution.
To safeguard the charity's funds, property, other assets and reputation.

Key Objectives

1. To take part in formulating and regularly reviewing the strategic aims of Ormiston Children & Families Trust in order to ensure a clear sense of direction and purpose.
2. With other Trustees ensure that policy and practice is in keeping with the organisation's declared aims and objectives.
3. Ensure that staff and volunteers work effectively towards achieving the strategic aims of the organisation.
4. With other Trustees to ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives to achieve best practice.

Main Tasks:

1. Consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees or groups.
2. Reflect the organisation's vision, values and principles, strategy and major policies at all times.
3. Contribute specific skills, interests and contacts and support the organisation in fundraising activities.
4. Follow the adopted Code of Conduct for Trustees, particularly when exercising the functions of the trustees, or any of its committees and groups.
5. Attend and participate in meetings of the trustees.
6. Reflect the trustees' policies and concerns on all its committees and groups.
7. Be an active member of the trustee body in exercising its responsibilities and functions.
8. Maintain good relations with senior managerial and service staff.
9. Take part in training sessions provided for the benefit of trustees.
10. Ensure an up to date knowledge of the work of Ormiston Children & Families Trust, including visits to services.
11. Ensure that appropriate financial controls and accounting systems are in place and to monitor the use of resources.

PART 2: Trustee Person Specification

Essential:

Evidence of commitment to Ormiston Children & Families Trusts constitution, aims and objectives

Available time to attend meetings of Trustees

Willingness to participate in meetings

Willingness to undertake other tasks on behalf of the trustees

A commitment to anti-discriminatory practices

Willingness to share and develop new skills/expertise for the benefit of the Trustee Board

Ability to work independently and as a team member

Willingness to look at and review work as a trustee

Desirable Personal Competencies

Previous experience as a trustee

Experience or an interest in fundraising

Experience of public speaking

Experience of working with/representing the interests of children, young people and families

Experience of financial management

Experience of receiving services

Experience or knowledge of property management

Experience or knowledge of staff management/human resources