Role Description – Trustee

Role title: Trustee

Role purpose: To lead the charity and decide how it is run. Being a trustee means making decisions that will impact on people’s lives. Trustees use their skills and experience to support their charities, helping them achieve their aims.

Key Accountabilities:

- Work with the Board to set strategic objectives, administer stewardship and provide scrutiny, support and stretch to the Executive.
- Provide support to the Executive in building key strategic alliances and act in an ambassadorial capacity to raise the charity’s profile and secure influence across relevant stakeholder groups.
- Work effectively with the Director and all members of the Board to ensure strong, collaborative working relationships at all levels within the organisation.
- Work with the Director and other members of the Board to appoint key staff to the charity as required.
- Have oversight of the charity’s performance and drive improvement where required.
- Use incisive judgement to make high-level strategic decisions on behalf of the charity.
- Lead by example in demonstrating the highest ethical and professional standards; help promote the highest standards of propriety and efficient and effective use of staff and resources.
- Contribute fully to any events and functions arranged or hosted by the charity.

Person Specification – Trustee

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in Part One of the person specification. Please use this as an opportunity to expand on any experience you have in the three desired backgrounds; Governance, Fundraising and Media & Communications with a knowledge of Social Media.

These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in Part Two.

Part One
Knowledge and experience

- Strong track record of successful leadership gained at a senior, strategic level, with substantial experience of using strategic leadership to inspire and enable high performance.
• Evidence of having previously made a challenging but supportive contribution to the Board of an influential organisation through own experience and expertise.

• Evidence of having led the formulation of objectives, policies and strategies within a multidisciplinary voluntary, private or public organisation.

• Thorough understanding of the key drivers associated with the media industry.

• Experience of performance management including oversight of organisational performance and appraisals and target-setting for individuals at a senior level.

• Substantial experience of building lasting relationships and high-value strategic partnerships at the most senior levels of public life, including politicians, faith and business leaders.

• Significant experience of chairing meetings at a strategic level, ideally with experience of committee work.

• Thorough understanding of the relationship between executive and non-executive responsibilities, and a strong appreciation of the value of partnership and collaborative working.

Part Two
Skills and abilities

• Exceptional ambassadorial, networking and relationship-building skills; strong political acumen and able to operate with tact and diplomacy.

• First-class communication and interpersonal skills and the ability to represent and raise the profile of the organisation at all levels of public life.

• Ability to lead a culture with a high level of collaborative working between the Board, Director and Executive Team, drawing on all expertise, with the acceptance of the Executive of constructive challenge.

• Uses inspirational strategic leadership to drive performance and ensure strong corporate governance.

• Able to think and act strategically, identifying and developing practical and innovative solutions to complex problems.

• Able to seek information from diverse sources and reach appropriate and effective decisions.

• Able to identify, mitigate and manage risk.

Part Three
Personal qualities and attributes

• Strong ambassadorial qualities: will offer substantial presence, standing and visibility to the agency. Collaborative and collegiate in approach.

• A high-level, strategic operator who sees the bigger picture.

• Highly effective networker; effective partnership worker and team-player.

• High intellectual capacity: incisive and able to assimilate a range of attitudes and perspectives to form an objective view.
• Undisputed personal integrity: high level of personal credibility and a demeanour that inspires the trust and confidence of others quickly.

• Enthusiasm for, and strong personal commitment to, the aims of British Future and its ability to reach its potential.

• Empathy with issues affecting the migrant sector.