



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.