



- Role Title:** Charity Trustee
- Direct Report:** Works closely with the Chair, Chief Executive and the Board of Trustees.
- Background:** Administration, Strategy and Governance, Project Management.

### **1.0 Role Summary**

As a member of the Board of Trustees you will provide governance, oversight and scrutiny of the work of the charity. You will ensure that the charity meets its stated Aims and Objectives and complies with all relevant statutory regulation.

### **2.0 Main Responsibilities of Trustees**

As part of the board of Trustees you will have key responsibilities which are:

- Contributing to the vision of the Charity, leading strategic direction.
- Compliance with legal and regulatory requirements
- The performance and quality of the services Rathbone provides.
- Maintaining and managing the assets and properties of the Charity.
- Financial management and security.
- Good governance.
- Provide guidance and support to the CEO and Senior Management Team.

### **3.0 Person Specification**

#### **Essential**

- Ability to think strategically and help develop a long term vision for the charity.
- Ability to think creatively
- Ability to work effectively as a member of a team
- Leadership
- Proven ability to communicate effectively with members of the Board and other stakeholders.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

#### **Desirable**

- Knowledge and experience of charity business and administration practices.
- Experience as a Trustee or other committee work
- Dedicated to the organisation's cause and objectives and willing to act as the charity's ambassador to external bodies, charities and companies.
- A team-oriented approach to problem solving and to management.

## **Values**

- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives and an awareness and an understanding of the pressures and challenges they face.
- An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

## **4.0 Time Commitment**

We would expect trustees to attend a 2 hour board meeting once a month and occasionally additional time for sub-committees, events etc.

## **5.0 Location**

Meetings take place in West Norwood, Lambeth (SE27), Streatham (SW2) and also online.