

JOB DESCRIPTION

POST: Trustee

RESPONSIBLE TO: Board via Chair

LOCATION: East Anglia

Role:

- To ensure that Break is carrying out its purposes for the public benefit
- To comply with Break's governing document and the law
- To act in Break's best interests
- To manage Break's resources responsibly
- To act with reasonable care and skill
- To ensure that Break is accountable

Main Tasks and Responsibilities:

1. To be able to evidence Break's values at all times, which underpin Break's mission of 'Changing Young Lives' by:
 - Listening to and respecting all individuals
 - Working in an inclusive way
 - Doing the right thing
 - Making a difference
 - Being optimistic
 - Inspiring and creating hope
2. To contribute actively 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
3. To prepare for and participate fully in Board meetings
4. To participate in sub-committees as appropriate
5. To work with fellow trustees to shape, drive and monitor Break's strategy
6. To act reasonably in decision making and leadership of the organisation
7. To ensure the proper management and administration of the charity
8. To use any specific skills, knowledge or experience you have to help the Board reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
9. To promote the work of Break externally
10. To support Break's fundraising efforts wherever possible

Person Specification

Skills and experience

A demonstrable, proven and successful track record of:

1. Being able to draw on a diverse range of skills and knowledge
2. Being able to extrapolate complex information from a wide range of sources
3. Being able to scrutinize and effectively challenge on a wide range of issues
4. Seeing the value of teamwork and the individual's role within it.

Personal attributes

1. The highest level of integrity.
2. A commitment to Break, its values and objectives.
3. Strategic vision.
4. A willingness to be available to give financial advice and answer enquiries from any staff on an ad hoc basis.
5. Ability to analyse proposals and make recommendations to the Board
6. A preparedness to make unpopular recommendations.
7. An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.

Terms of appointment

1. The term of a trustee is three years. A maximum of three terms can be served for trustees appointed after 2018.
2. The role is non-remunerated, but reasonable travel, subsistence and accommodation expenses are all reimbursed.

Time commitment

1. You will need to be available for an average of 16 days per year. There may be additional demands, particularly during the first year of office to allow for an appropriate period of induction and training.
2. Currently meetings take place in the morning over lunch. However this pattern may change and vary to accommodate the pressures of new trustees who may find it easier to meet towards the end of a day. There is a rolling twelve month agenda.
3. Committees meet mostly three or four times a year, with the occasional additional meeting in between, and sometimes there are joint committee meetings.
4. There are occasional ad hoc and 'as and when' short term working groups.