



TRUSTEE

Job description

Job Title: Trustee

Hours: Approximately one and a half days per month as a minimum. The Board meets at least six times a year. (You may also be asked to join a working group, or to take part in other meetings as agreed by you.)

Reports to: Chair of Trustees

Remuneration: This is a voluntary role without remuneration. Travel expenses as well as other reasonable and necessary costs incurred, as part of official Trustee business, will be reimbursed.

Start Date: December/ January 2023

Location: Remote. Rarely, some meetings might take place in the office. The WISH office is located at 15 Old Ford Road, London, E2 9PL, St. Margaret's House, 2nd floor. There is access for wheelchair-users, including a chair lift. There is also a fully adapted toilet in the adjacent building on the same premises.

Duration: Three-year initial term, renewable twice. Trustees can serve for a maximum of nine years.

KEY RESPONSIBILITIES

GENERAL

- Ensuring that the organisation pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (ie its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)

FURTHER INFORMATION

- The post holder must at all times carry out duties and responsibilities with due regard to the WISH equal opportunities policies and procedures.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve

scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

This job description is intended as a guide to the main responsibilities of the post and not as an exhaustive list of duties and tasks.

PERSON SPECIFICATION

Essential:

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable:

- Lived Experience of the Mental Health / Criminal Justice Systems

WISH POLICIES: Data Protection Act

The post holder should be aware of the Data Protection Act and follow the organisation's codes of practice to ensure appropriate action is taken to safeguard confidential information.

Health & Safety

The post holder is required to take responsibility for ensuring Health & Safety Risk Assessment and Workplace Inspections, and to take responsibility for his/her own health and safety and that of other persons who may be affected by his/her acts of omissions.

The post holder is also required to co-operate with all staff to ensure that all relevant statutory regulations, policies, Codes of Practice and departmental safety procedures are adhered to.

Confidentiality

Your attention is drawn to the confidential aspects of this post. You must not disclose any information of a confidential nature relating to the organisation or the service that it provides, or in respect of which WISH owes an obligation of confidence to any member or third party during or after your employment, or as required by law.

You must handle confidential documents in an appropriate manner and should not remove or copy any confidential documents or tangible items including software which belongs to WISH or which contain any confidential information from the Wish's premises at any time without authorisation. You must return to Wish upon request and in any event on the termination of your employment, all documents and tangible items which belong to WISH, or which contain or refer to any confidential information and which are in your possession or under your control.

A breach of confidence could result in dismissal.

You should be aware that regardless of any disciplinary action taken, a breach of confidence could also result in civil action for damages.

Equal Opportunities

You will be expected to work within the WISH Equal Opportunities Policy.