

Trustees Job Description

Breathing Space is a registered charity. It has a Board of Trustees which is responsible for the overall direction and governance of the charity. Day to day management is delegated to a Chief Executive appointed by the Board.

Trustees are expected to attend four full Board meetings a year and they are also asked to contribute their specialist skills as appropriate. Trustees are not remunerated but are able to be reimbursed for all expenses they incur in carrying out their duties.

As a trustee you must be able - and willing - to give time to the efficient administration of the charity and the fulfilment of its aims. You must be prepared to take an active part in the running of the charity.

You must act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets. Trustees' responsibilities cannot be delegated. You should not be legally disqualified from being a trustee.

Your role is to keep an overview of our activities and have an eye always to the long term direction. That includes:

1) Setting Strategy

- Contributing actively to the setting of strategic direction, overall policy and high level goals and targets.
- Approving the overall allocation of resources and the annual Plan and Budget.
- Guiding the executive to identify external developments and trends to which the Trust should be responding, or which the Trust should seek to influence.

2) Ensure effective administration of the organisation

Trustees delegate day to day management to a professional staff team. In order to do this you will with other Board members:

- Appoint the chief executive to manage the organisation and monitor his/her performance.
- Approve key internal policies.
- Monitor the high level performance of the Trust against its key policies and objectives.
- Approve major and significant changes to structures and processes as necessary to achieve the Trust's objectives.

3) Safeguard and promote the reputation and values of the Trust

On occasion and as appropriate you will assist the executive by acting as an ambassador to the Trust, including promoting awareness of the Trust's work and seeking opportunities to extend its standing and influence by:

- assisting in building good relations with stakeholders
- assisting with specific fundraising and public relations initiatives
- in specific circumstances making approaches for donations on behalf of the Trust; and attending special events and services with local supporters to demonstrate the value the Trust places in their contributions.

4) Contribute specific skills and experience

In addition to the above duties, you will, on occasion, be expected to offer your personal skills to support the executive in planning certain projects without taking on executive responsibilities or accountabilities.

5 Ensuring Compliance

You must ensure that we comply with: Charity law, and the requirements of the Charity Commission as regulator; ensuring that

- We prepare reports on our work, and submit Annual Returns and accounts as required by law.
- Ensure that the charity is and will remain solvent; this means that you need to keep yourself informed of the charity's activities and financial position.
- Use charitable funds and assets wisely, and only to further the purposes and interests of the charity.
- Avoid undertaking activities that might place the charity's property, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.
- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the charity is well-run and efficient.

You are recommended to view the Charity Commission guidelines on the responsibilities of Trusteeship. You can view them on the Breathing Space web site under Support Us/Become a Trustee

Person Specification

We are looking for people with:

- a commitment to the aims and current strategy of Breathing Space
- relevant professional skills or experience
- the willingness to devote the necessary time and effort
- strategic vision
- sound, independent judgement
- the ability to think creatively
- understanding and acceptance of charitable governance and the legal duties, responsibilities and liabilities of trusteeship
- the ability to work effectively and collaboratively as a member of a team
- have an affinity with young people and those from different backgrounds
- good connections
- understanding of the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Appendix 1

The Nolan Principles -The Seven Principles of Public Life

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.