

Trustee role description

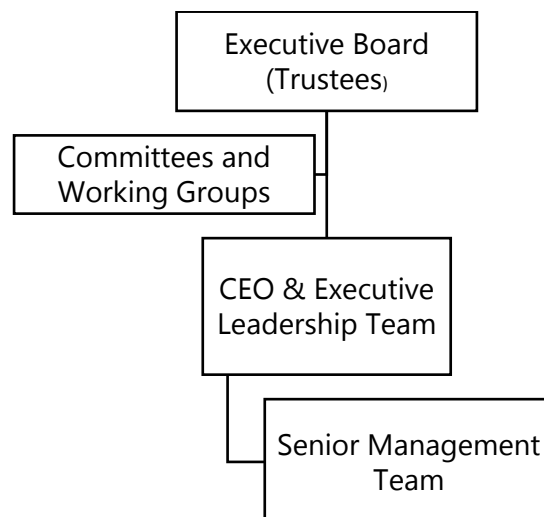
Income Generation/Fundraising Lead Trustee

Summary

As a Trustee your role will be to use your skills and your personal experience to contribute to the work of the Board. The Trustees are volunteers and form a collective body (Executive Board), with shared responsibility for all aspects of the governance of the organisation.

The purpose of the Executive Board is to further the organisation, keeping within its charitable objectives. The Trustee's role is focused on providing strategic oversight of the charity's operations and financial probity with day to day responsibility in the hands of the CEO and Senior Management team.

Governance structure



Main Tasks of individual Trustees:

- Ensuring that the organisation pursues its stated objects (its purposes) as defined in its governing document
- Agreeing the organisation's long-term strategy, associated business plans and budget
- Ensuring the organisation applies its resources exclusively in pursuance of its charitable objects for the benefit of the public.
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets.
- Providing support and challenge to the CEO and SMT through sharing their experience and offering advice when appropriate
- Working collectively and cooperatively with other Trustees to govern the organisation.
- Mentoring less experienced Trustees as appropriate

- Acting as Lead Trustee for a specific area of operation, using their skills to help guide PACT policy
- Attending and contributing to meeting of the Board and Committees as relevant
- Monitoring the risks inherent in PACT's operations through regular review of the organisation's risk register
- Ensuring that the Chair reviews the Chief Executive Officer's (CEO's) performance and development annually
- Representing the Board's agreed position when speaking publicly on behalf of PACT
- Contributing towards an annual review of the Board's performance and skills and diversity audit
- Publicising PACT and supporting its fundraising efforts whenever possible, sharing these with their networks as appropriate
- Upholding the values and reputation of the organisation

Person specification

We are particularly interested to hear from people with the following knowledge, experience, skills and qualities.

Knowledge and Experience:

- Open to sharing new experiences and offering different perspectives
- Experience of using specific skills, knowledge and experience to help others reach sound decisions (ideally at Board level but not essential)
- Understanding of the legal duties, responsibilities and liabilities of trusteeship (desirable – training will be provided)
- Current knowledge of policy and best practice in chosen field
- Experience within charity fundraising and income generation

Skills and Qualities

- Ability to influence and set a strategic plan (desirable)
- Able to build effective working relationships
- A willingness to devote the necessary time and effort and to participate in training offered
- A willingness to speak your mind and challenge appropriately
- Able to build external relationships and build support for PACT
- Appropriate level of IT skills or willingness to undertake training
- Committed to the values of PACT; leading by example in upholding these values and demonstrating the utmost integrity.
- Abide by the Trustees' Code of Conduct and declare your business interests, as appropriate.
- Highly effective communication and interpersonal skills;
- Strong ambassadorial and influencing skills to inspire trust and confidence quickly.
- Satisfactory DBS check
- Committed to safeguarding children and vulnerable adults
- Committed to equality of opportunity and to supporting PACT on its journey towards becoming a more diverse organisation with a desire to become more inclusive.