

SAFER LONDON BOARD TRUSTEE ROLE DESCRIPTION

The Trustee Board's key responsibilities

With other Trustees to hold the charity 'in trust' for current and future beneficiaries by:

1. Participating in the active governance of the organisation, providing appropriate direction, support and challenge to the executive in terms of achieving the aims of the charity.
2. Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
3. Ensuring that the charity complies with all legal and regulatory requirements and does not breach any of the requirements set out in its governance documents.
4. Acting with appropriate prudence and judgement as guardians of the charity's assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
5. Ensuring that the charity's governance is appropriate for the charity, recognising its current state of maturity together with its ambition and vision.
6. Ensuring that the charity meets the required duty of care in terms of service users and employees.
7. Utilise your specific areas of expertise to undertake to make advice and insight available to the Board, staff and volunteers as required.

The Governance role

Together the Trustees will:

- **Accountability** – agree to be held to account for the actions of the organisation and to hold those who carry out the work (staff and/or volunteers) to account.
- **Mission & strategy:** work with the executive team to determine the charity's vision, mission and strategy, actively taking part in setting the organisation's direction and determining how it will get there through the annual planning process and the business plan/strategic plan. Ensure that there is a process to listen and learn from the views of current and future beneficiaries.
- **Monitoring performance:** take steps to monitor the performance of the charity and to ensure that the charity satisfies all regulatory and legal compliance requirements.
- **Risk management:** regularly review the organisation risk register and ensure appropriate systems are established and reviewed to mitigate these risks and the charity's operational risks and safeguarding challenges without the charity becoming risk averse.

- **Financial management:** ensure the charity's financial dealings are systematically accounted for, audited and publicly available and that internal controls and systems (both financial and non-financial) are audited and reviewed regularly.
- **Board management:**
 - reflect annually on the Board's performance and your own performance as a Trustee;
 - contribute to the recruitment and induction of new Trustees ensuring there is a systematic, open and fair procedure for the recruitment or co-option of Trustees;
 - ensure that the Board has the skills required to govern the charity well;
 - contribute to effective decision making and information sharing processes, positive group dynamics, take part in reflection, learning and development as necessary and reflect the values of the organisation.
- **Safeguard assets:** act as custodian of the assets, tangible (money, property etc) and intangible (organisation's reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival.
- **Be an ambassador** for the charity by representing it and linking the charity to its stakeholders, such as members, the community, funders, etc.
- To participate in the **recruitment**, selection and supervision of the CEO and delegate decision making and authority to the executive team for the running of the organisation.

Board conduct and behaviours

The trustees agree to enable the Board to work effectively by agreeing to:

- **Be active:** attending all meetings if possible.
- **Act jointly:** exercising no powers unless specifically mandated by the Board (minuted at a proper meeting) including not commenting publicly on the affairs of the charity unless authorised to do so.
- **Act constitutionally (and within the law)** ensuring that the organisation acts within the powers and objects (remit) set out in its constitution including following the constitution on how meetings are run and how the Board is recruited.
- **Act in the interests of the beneficiaries:** make decisions that are best for them and not take action that may be detrimental to the interests of the charity.
- **Actively promote equalities and diversity issues:** reflecting the values of the organisation and its robust Equal Opportunities & Diversity Policy.
- **Act reasonably** and honestly at all times.
- **Have a duty of care:** act prudently and reasonably, using the charity's funds only in furtherance of the charities objects and take all due care and attention when investing funds of the charity.
- **Accept ultimate responsibility** and accountability for what is delegated.
- **Not benefit personally** unless allowed specifically in the constitution or by law and approved by the board.
- **Avoid conflict of interest:** abiding by the organisation's written process/policy and elsewhere avoid the appearance of conflicts of interest. Trustees should endeavour to avoid conflicts but where they do arise they should ensure the situation is made known to the Chair and appropriate steps are implemented.

Trustees will acknowledge that any material breach of these requirements as to conduct and behaviour may result in being asked to leave the board.

Should a Trustee wish to leave the Board at any time, notice will be given which is reasonable in all the circumstances.

Specific Requirements

We are looking for a maximum of three new Trustees who together help the Board to improve its diversity of experience and thought in the specific areas listed below.

Senior leadership role;

- in public policy with significant experience of central government commissioning
- with an HR and or IT focus
- in a public sector or VCS with responsibility for strategic oversight of safeguarding

In all cases we are particularly interested in recruiting individuals with a strong commitment to London and who have direct experience of living in a community affected by the issues which Safer London tackle.

	Skills and Expertise
1.	Senior leadership role; <ul style="list-style-type: none"> - in public policy with significant experience of central government commissioning - with an HR and or IT focus - in a public sector or VCS with responsibility for strategic oversight of safeguarding
2.	Experience of successfully dealing with strategic issues, including interpretation of complex information and business planning
3.	A good knowledge of the effective governance of organisations
4.	Experience of developing a culture that meets the needs of, and engages with, customers, staff and stakeholders in a high performing environment
5.	Commands confidence, with the skills and acumen to develop productive relationships with a range of stakeholders
6.	Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels
7.	An excellent role model who promotes the highest standards of probity, integrity and honesty
8.	A leader on equality of opportunity who values diversity and removes barriers to equality
9.	Committed to making London Safer
10.	A sound understanding of and or direct experience of living in a community affected by gangs, exploitation or crime.

For more information about the charity and the application process then please see our website at <http://saferlondon.org.uk>.