

Trustee – Postcode Dream Trust

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Location:	Edinburgh
Time commitment:	Four Board meetings per year. Trustees also represent the Charity at various events and meetings.
Reporting to:	Chair of Trustees (Executive Committee)

Role Description

To be a Trustee of an organisation is an exciting and fulfilling role. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets.

The role of a Trustee is to ensure that Postcode Dream Trust fulfils its duty to its beneficiaries by giving organisations the chance to deliver the project they have always dreamed of, but never had the opportunity to bring to life.

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives
- 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
- To safeguard the good name and values of the organisation
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- If the organisation employs staff, to appoint the Executive Manager and monitor his or her performance

In addition, with other trustees to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application
- Ensuring that the charity’s governance is of the highest possible standard

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As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions. The above list of duties is indicative only and not exhaustive.

Person specification

Experience, skills, and expertise in governance and grant management combined with an in-depth understanding of our work and ambitions are particularly sought.

All trustees, should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

Trustee's responsibilities include ensuring the Board has the appropriate skills mix and that the organisation complies with its governing document, charity law, company law and any other relevant legislation and regulations.

Consideration will be given to candidates from all backgrounds and sectors, but we would particularly welcome candidates who can demonstrate one or more of the following:

- Experience of grant-giving and the charity funding environment
- Experience of one of the following: Health and Social Care, Community Development, Children and Young People, Sports, Healthy Living or Human Rights
- Experience of financial management
- Experience of operating a society lottery including the application of the Licensing Conditions and Codes of Practice
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences
- A track record of commitment to promoting equality and diversity
- Experience of collaborative partnership projects
- Experience of the society lottery sector and management of compliance and the requirements of the Gambling Act 2005 and the Licence Conditions and Codes of Practice

Knowledge, skills and understanding:

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and Executive Manager
- Willingness to obtain a Personal Management Licence (PML) from the Gambling Commission and to act as one of the Trust's PML holders

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