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 **Job Description**

 **Trustee**

Age UK Barnsley values its Trustees and appreciates the role that each individual plays. The aims and objectives of the Charity are laid out in its Strategic/Business Plan and as such the Board has oversight of all charitable and commercial activity that relates to this. The Board Cycle of Business provides relevant documentation to the Board in order to give assurance that Organisational operations are in line with the strategy.

Age UK Barnsley encourages dynamic exchanges between the senior team and trustees and values the contribution that Board members bring enabling us to better serve the older people of the Barnsley.

**1. Statutory duties of a Trustee**

* To ensure that the Organisation complies with its governing document, charity, law, company law and other relevant legislation or regulations.
* To ensure that the Organisation pursues its objects as defined in its governing document.
* To ensure the Organisation uses its resources in pursuance of its objects.
* To contribute actively to the Board’s 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 provide strategic support to the Organisation - receiving assurance that expected objectives, targets and legal obligations are being supported by appropriate Organisational activity and structures.
* To oversee and ensure the effective and efficient administration of the Organisation.
* To oversee and ensure the financial stability of the Organisation.
* To oversee and ensure compliance with the Brand Partner Agreement.
* To oversee ensure delivery of contractual and regulatory obligations.
* To protect and manage the property of the charity and to ensure the proper investment of the charity’s funds.
* To have a good understanding of the voluntary sector

**Other duties**

In addition to the above statutory duties, each board member should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions. This may involve:

* Scrutinising board papers
* Leading discussions
* Focusing on key issues
* Providing guidance on new initiatives
* Other issues in which the Board member has special expertise

**Trustee Person Specification**

* Commitment to the Organisation and its aims.
* Willingness to devote the necessary time and effort, to attend meetings where necessary.
* Strategic vision.
* Good, independent judgement.
* Ability to think creatively.
* Willingness to speak their mind.
* Understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship.
* Ability to work effectively as a member of a team.
* Ability to exercise the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We would value a proven specialism in one of the following areas:

* Financial management.
* Legal advice.
* Human Resource Management.
* Charity Governance.
* Risk Assessment.
* Commercial business development
* Strategic (i.e. policy level) knowledge of one of the following:
* Learning and Skills/ Education
* Health and Social Care
* Older People
* Regeneration and economic development