

**JOB DESCRIPTION**

**JOB TITLE: Trustee (Transport Lead)**

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| **Location:** | | **Reporting to: CEO/Chair** |
| **JOB PURPOSE**  Trustees are an integral part of our team at Age UK Bath & North East Somerset, working intimately with senior executives, the leadership team, and internal staff to orchestrate our vision of growing an age-friendly community that enables individuals to age well.  With a specific focus on our strategy, marketing, service offerings, technological developments, funding, human resources, and people agenda, this role embodies and drives our mission: to empower and support individuals in their ageing journey, enabling them to live with confidence, celebrate their lives, and have access to the right support to lead happy, healthy, and fulfilled lives.  Trustees are a guardian of our values. They promote empowerment, advocating for older people to live life on their own terms, with dignity, respect, and independence. They foster inclusion, striving to create a diverse and inclusive community where everyone is valued and can participate. They champion collaboration, working alongside older people and other stakeholders to effect positive change. They are dedicated to delivering high-quality services that meet the identified needs of older people, consistently seeking to improve our practices and processes. Finally, they uphold accountability, taking responsibility for our actions towards the older people we serve, our community, our funders, and our stakeholders.  In their role, the Trustee will be instrumental in achieving our goals and objectives. They will ensure access to information and advice for older people, supporting them in making informed decisions about their lives. They will provide opportunities for social interaction and community participation, advocate for the rights and needs of older people, challenge age discrimination, and promote positive images of ageing.  Moreover, the Trustee will engage with decision-makers and community leaders, support community-led initiatives promoting healthy ageing and social inclusion, and encourage the wider community to recognise the value of older people. They will ensure that our services continuously adapt to the changing needs of our community, and that we build strong partnerships with other organisations and service providers.  Ultimately, Trustees will carry the torch of our mission, embody our values, and ensure the realisation of our goals, thereby playing a critical role in shaping the future of Age UK Bath & North East Somerset.  In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise. | | |
| **KEY RESPONSIBILITIES**   * Direct and translate the Board’s strategy into actionable goals for performance and growth of the charity, delegating to the leadership team. Working in an agile and fast-paced manner, being constructive, effective, and insightful with the wider stakeholder group, harnessing the opportunities within the sector and shape the future culture, releasing significant potential. * Work closely with the executive team to set and drive the business’s vision, operational and technical strategy, and our people agenda. * Responsible for ensuring ongoing business improvements are achieved across operations, technology, and member services. * To demonstrate and exercise professional insight, vision, and intellectual capability to shape and influence the charity, providing strategic, financial, and operational leadership to ensure continued development. * Monitor the monthly business KPIs, signposting challenges to CEO/Chair and ensure the charity has access to detailed reports and effective forecasting. * To empower and enable the leadership team to deliver on their responsibilities around compliance and strategic guidance. * Strategic administration tasks and projects as and when required by the strategic leads * The ability to effectively guide and manage whilst demonstrating specialist knowledge & expertise to the highest level. * To demonstrate high levels of compliance to internal and external processes at all times, being a role model for the wider team, sharing knowledge to develop the workforce and creating succession plans to increase employee engagement and retention. * Work with the strategic leads regularly to promote a seamless operational running of the charity day to day, be able to accurate report on the key KPI’s of the business such as …. * Problem-solve in a pragmatic way for all the duties, showing direction and high level of attention to detail and care, whilst working in an agile style. | | |
| **COMPETENCIES -** Those competencies listed as essential will form part of the key criteria for selecting candidates for the role.  The organisational values of Age UK Bath & North East Somerset are as follows:   * **Empowerment:** We believe in empowering older people to live their lives on their own terms, with dignity, respect, and independence**.** * **Inclusion:** We are committed to working with older people to create a diverse and inclusive community, where everyone can participate and contribute. We challenge ageism wherever we find it, and work to promote positive images of ageing. * **Collaboration:** We are steadfast in our belief in working collaboratively with older people and other stakeholders, to create positive change and achieve our shared goals. * **Quality:** We are dedicated to delivering high-quality services that meet the identified needs and priorities of older people, and to continuously improving our practices and processes. * **Accountability:** We are accountable to the older people we serve, our community, our funders, and our stakeholders, and we are committed to being transparent and responsible in our actions. | | |
| **RELEVANT FUNCTIONAL/TECHNICAL SKILLS OR INDUSTRY EXPERIENCE** – Clearly list essential and desirable functional/technical skills or experience required to execute the job responsibilities   Those listed as essential will form part of the key criteria for selecting candidates for the role | | |
| **Essential** | **Desirable** | |
| * An authentic and visible leader with relevant experience at an executive strategic level within the charity sector/SME with similar governance and operational challenges. * Skills and resilience to act with diplomacy and integrity. * Possess high levels of written and verbal communication, stakeholder management and influencing skills. * Strong generalist operational experience combined with a thorough understanding of the commercial elements of the charity, having delivered profitability improvements and successful growth. * A leader of people, able to provide clear direction, empower, motivate, and develop employees to be purpose driven. * Ability to appropriately delegate and appoint key members of the business, understanding own limitations. * Adaptable, agile and remains pragmatic and collective. * Excellent computer skills, including proficiency with Microsoft Excel, Word, and PowerPoint. * Extremely organised and responsive to the needs of the charity * The capability to have challenging conversations in a professional manner * Ability to work with a diverse workforce * Work flexibly at all times * Uphold the strictest level of confidentiality * A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. | * 5 years+ within a management role * High level of emotional intelligence | |