

Remuneration: Reasonable out of pocket expenses will be reimbursed and should be accompanied by receipts.

Location: Greater Manchester

Time Commitment: 4 meetings per year plus some ad hoc meetings

Role Description

Trustees are collectively responsible for the overall management, governance and strategic direction of Spoons, and for developing the its aims and objectives in accordance with the constitution and legal and regulatory guidelines.

The statutory duties of a trustee are to:

- Ensure the charity complies with its constitution, charity law and any other relevant legislation and regulations.
- Ensure the charity pursues its objectives as defined in its governing document.
- Act in the best interests of Spoons.
- Manage the resources of Spoons responsibly including:
 - the effective and efficient administration of the charity.
 - the financial stability of the charity
 - to protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- Act with reasonable care and skill.
- Ensure that Spoons is accountable to the Charity Commission and any other interested stakeholders.

Specific Trustee Duties:

1. Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to Spoons, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that Spoons seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of Spoons
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, Spoons vision and values
- To be aware of current issues relating to recovery from neonatal care

2. Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor his/her performance
- To safeguard the good name and values of Spoons

3. Compliance

- To ensure that Spoons complies with all legal and regulatory requirements
- To ensure that key risks to Spoons are identified and effectively managed and that professional advice is sought and considered where appropriate

4. Prudent management of assets

- To ensure the financial stability of Spoons through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual, and sound financial management

5. Good governance

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience they have to help the board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has a specific expertise.

Person Specification

Individuals are sought who have a strong empathy with our charitable objectives.

The Board of Trustees are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

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.

Experience:

- 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.

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.
- Willing to express their own opinion in a reasoned way, while also listening to the views of others

- Willingness to be available to the Service Manager 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 Service Manager.

All Trustees are expecting to abide by the Trustee Code of Conduct which outlines the behavioural expectations of Trustees.

Minimum Time Commitment

- Trustees are expected to attend an induction session with the Chair and Service Manager prior to their first board meeting.
- Trustees are expected to attend all Board meetings.
- Board meetings are held four times per year typically on the 1st Thursday of the month.
- Board meetings are held in the evenings or at weekends
- Board meetings last approximately 3 hours and take place in Greater Manchester.