

Trustee – Southend United Community & Educational Trust Role Description and Person Specification

Remuneration	The role of Trustee is voluntary and is not accompanied by any financial remuneration, although expenses for travel may be claimed.
Location	Roots Hall, Southend on Sea
Time commitment:	Six board meetings per year
Reporting to	Board of Trustees (Executive Committee)

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 aspect of the governance of the charity.

Individuals are sought who have a strong empathy with our objectives to provide sporting, recreational and educational activities that enhance the personal and social development of all participants, and will help us achieve our mission "to engage with one million people through the brand of Southend United by 2026"; and bring skills to help us achieve our vision "to utilise the power of sport and the vehicle of Southend United to have a positive influence on people's lives".

Role Description

The statutory duties of a trustee are:

- To ensure the organisation complies with its governing document - articles of association.
- 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 - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- 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 Chief Executive Officer 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.

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. The Trustee will be expected to perform additional duties as are reasonably commensurate with the role.

Main competencies:

- Commitment to the organisation and a willingness to devote the necessary time and effort to board meetings on a regular basis, and to participate in relevant training or development that may be identified from time to time.
- Willingness to develop a clear and an in-depth understanding of our work and ambitions.
- Preparedness to make unpopular recommendations to the board, and speak their mind
- Available to give staff advice and answer enquiries on an ad hoc basis
- Bring good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An understanding of the respective roles of the Chair, Trustees and Chief Executive
- Willingness to attend an induction prior to appointment with the Chair and the Chief Executive.

Skills

- Strong interpersonal and communication skills; an ability to work effectively as a member of a team
- Skill to develop and maintain effective partnership working with key stakeholders

Experience:

Individuals are sought who have experience, skills, and expertise in the voluntary and community sector, an interest in community or sport development

Essential

- Senior role within 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

Desirable

- Knowledge and experience of working with young and or vulnerable people.

Further information:

Southend United Community and Educational Trust is a Best Practice Employer and is committed to safeguarding and promoting the welfare of children and young people. It expects all trustees, staff, employees and volunteers to share this commitment. All involved should understand the Trust's safeguarding policy, procedures and best practice guidelines and use this understanding to ensure safe working practices and contribute positively to an environment that is free of bullying and harassment.

Successful appointment is subject to a satisfactory Enhanced DBS Disclosure and two written references.