

**ROLE DESCRIPTION – FIRST STEP TRUSTEE**

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| Job Title: | Trustee  |
| Responsible to: | Chair and Board Members  |
| Salary: | Unpaid. Reasonable expenses incurred while travelling to meetings can be claimed from the organisation. |
| Level of commitment required: | Six weekly board meetings. Additional time may be required to participate in ad hoc groups and work which draws on specialist skills and knowledge.  |

Role of the Trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of First Step. The trustee board must always act in the best interests of First Step, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group not as individuals.

Duties of a Trustee

The duties of a trustee are to:

* Ensure that First Step complies with its governing document, charity law, company law and any other relevant legislation or regulations.
* Ensure that First Step pursues its objects as defined in its governing document.
* Ensure First Step applies its resources exclusively in pursuance of its charitable objects. For example, it cannot spend money on activities which are not included in the objects, however worthwhile they may be.
* Contribute actively to the board of trustees by giving a firm strategic direction, setting overall policies, defining goals, setting targets and evaluating performance against targets.
* Ensuring the financial stability and sustainability of First Step.
* Safeguarding the good name and values of First Step.
* To protect and manage the property of First Step and to ensure proper investment of the organisation’s funds.
* To appoint the most senior staff member and appraise their performance.

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

In addition trustees are expected to:

* Be committed to the vision and values of First Step
* Abide by First Step’s policies and procedures
* Meet the minimum time commitment
* Declare conflicts of interest
* Contribute actively to the board of trustees
* Keep informed of the organisation’s work

Minimum time commitment

Board Meetings

Trustees are required to attend six weekly board meetings. Board meetings usually take place at the First Step main office in Leicester City for two hours on a weekday evening.

In addition to reading papers and preparing for meetings Trustees may be called upon for specific advice if they have particular expertise in a given area and/or be expected to occasionally support in practical ways such as participating in interviewing staff, representing First Step at events or engaging in fundraising activity.

Term of service

Trustees generally serve on the Board for a three-year period, at the end of which they may be re-elected for up to two further terms. They must be willing to undergo a Disclosure and Barring Service (DBS) check.

**PERSON SPECIFICATION – FIRST STEP TRUSTEE**

Each trustee must have:

* A commitment to the vision, mission and values of First Step.
* A willingness to meet the minimum time commitment including, on occasions, being available to staff for advice and support.
* Integrity including understanding of, and ability to maintain, confidentiality.
* An ability to see the ‘big picture’.
* Good, independent judgement.
* An ability to think creatively.
* Willingness to express opinion in a reasoned way and to actively participate in discussion.
* An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
* An ability to work effectively as a member of a team and to take decisions for the good of First Step.
* A willingness to learn and undertake training if required.

The board of trustees collectively need a wide range of skills and experience including:

* Financial Management
* Strategic Planning and setting targets
* HR including volunteering
* Fundraising and income generation
* Charity law and charity governance
* Understanding of national and local policy environment
* IT and Digital
* PR, Marketing, Communications and campaigning
* Monitoring, evaluation and impact
* Partnership and collaboration
* Service user perspectives, involvement and consultation
* Key policy areas including Health & Safety, Safeguarding and Equal Opportunities/diversity etc
* Specific areas relating to our work such as:
* Experience of working with those who have experienced sexual abuse.
* Child Sexual Exploitation (CSE).
* Criminal Justice system.
* Counselling, and Advocacy services.

At this time we are keen to strengthen our specific expertise in the following areas:

* Service user involvement and consultation.
* PR, marketing, external communications including social media.
* Experience of managing counselling and associated support services.
* Mental health.
* Community fundraising, individual fundraising and grant applications.