

Trustee Role Profile: J T Blair's Charity

Remuneration: The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed if accompanied by receipts.

Location: Greater Manchester

Time Commitment: 4 meeting per year plus some ad hoc meetings
Meetings take place on the first Wednesday of every month commencing at 12pm.
The duration of meetings is approximately 2 hours.

Job Description

Trustees are collectively responsible for the overall management, governance and strategic direction of J T Blair's Charity, and for developing its aims and objectives in accordance with the governing documents and legal and regulatory guidelines.

The role of Trustee is to ensure that J T Blair's Charity fulfils its duty to its beneficiaries. This is achieved through the provision paying pensions to eligible pensioners to assist with their utility bills, and offering grants to any registered charity or voluntary organisation who provide assistance to older people who live within the 32 wards of Manchester or 20 wards of Salford.

The statutory duties of a trustee are to:

- Ensure the charity complies with its trust deed, charity law and any other relevant legislation and regulations.
- Ensure the charity pursues its objectives as defined in its governing document.
- Ensure the charity 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 J T Blair's Charity.
- To ensure the effective and efficient administration of J T Blair's Charity including having appropriate policies and procedures in place.
- To ensure the financial stability of J T Blair's Charity
- To protect and manage the property of the charity including its investments and to ensure the proper investment of the its funds.

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 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 objective. Experience, skills, and expertise in working with older people combined with an in-depth understanding of our work and ambitions are particularly sought.

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.

	Essential	Desirable
Experience:		
A proven track record of sound judgement and effective decision making.	X	
A history of impartiality, fairness and the ability to respect confidences	X	
A track record of commitment to promoting equality and diversity.	X	
Successful experience of operating within a board in a charitable, public sector or commercial organisation		X
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives		X
Knowledge, skills and understanding:		
Commitment to the organisation and a willingness to devote the necessary time and effort.	X	
Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind.	X	
Good, independent judgement and strategic vision.		X
Willingness to be available to the Secretary for advice and enquiries on an ad hoc basis.	X	
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.	X	
An ability to work effectively as a member of a team.		
An understanding of the respective roles of the Chair, Trustees and Secretary.		X
Be able to act reasonably and responsibly when undertaking trustee duties and performing tasks	X	
To be committed to learning and developing skills within the role, and in support of fellow trustees; undertaking training as and when required	X	

Minimum Time Commitment

- Trustees are expected to attend an induction session with the Chair and Secretary prior to their first board meeting.
- Trustees are expected to attend all Board meetings.
- Board meetings are held 4 times per year typically in March, June, September and December
- Board meetings are held during normal office hours.
- Board meetings last approximately 2 hours and take place in Greater Manchester