

Home-Start North Wiltshire's mission is to empower parents to give their children the best possible start in life.

Trustee of Home-Start North Wiltshire

Job Description

Main Purpose: To be a member of the Board to ensure that good governance is maintained, through setting a strategy that fully supports and safeguards our families, volunteers and staff, monitoring implementation and ensuring that the charity is financially sustainable.

Main Duties:

- To provide leadership and direction for the organisation and support and guidance for the managers.
- Ensure that the organisation pursues its purpose, as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensure that the organisation complies with its governing document (memorandum and articles of association), charity law, company law and any other relevant legislation or regulations.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.
- Approve operational plans, monitor and evaluate their implementation.
- Ensure the charity has well developed Safeguarding policies and processes in place with regular support from the Trustee Safeguarding Lead and that the board is regularly updated on the current situation.
- Maintain the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- To understand the organisation's finances that ensure the financial stability of the organisation.
- Oversee financial plans and budgets and monitor and evaluate progress through finance reports at the Board.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Provide proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Senior Manager.
- Complete the required training such as trustee induction, safeguarding and GDPR.
- 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.
- Keep abreast of changes in HSNW's operating environment including implementation of mandated policies and guidance from Home-Start UK.

- Attend Board meetings, sub committees as nominated, read documents and be adequately prepared to contribute to discussions.
- In discussion with the Chair identify areas of interest and lead roles.

Person specification

- A commitment and enthusiasm for the organisation and its mission
- A willingness to devote the necessary time and effort
- Good, independent judgement
- An ability to think creatively and strategically
- A willingness to participate actively in discussions and challenge constructively
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A strong commitment to equality, equity, diversity and inclusion
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of appointment

- Term of office is 3 years with re-election possible after this period.
- The trustee role is a voluntary position, but reasonable expenses are reimbursed.
- Trustees will abide by the code of conduct at all times
- Trustees will abide by HSUK and HSNW policies and procedure

Time commitment

- Attending Board meetings on a quarterly basis. Meetings held in person, but it is possible to join virtually. Trustees are expected to read all provided documentation in advance of the meetings.
- Attendance at 2 strategy/development sessions per annum.
- Attend the Annual General Meeting.
- To be a member of one of the standing committees held quarterly, HR and Finance, or to provide support and leadership to the organisation in areas of lead responsibilities.
- Overall time commitment approximately 8 hours per month.