



## **Director**

### **Job Description**

**Title:** Trustee

**Reports to:** The Chair and Board of Trustees

### **Purpose of the Role:**

To be involved in steering the organisation to realise its opportunities for service and fulfil its objectives as outlined in the Strategic Plan, to clients, staff, funders and the wider community of The Change Project.

### **Main Duties:**

- Planning
- annually review the Strategic Plan
- annually review and approve the budget
- approve major policies
- actively support activities to raise the profile of the Charity
- add value to the Charity's efforts to develop new income streams and to overall raise more income

### **Organisation:**

- be involved, where appropriate in the recruitment and selection of staff
- recruit, appoint, evaluate, monitor, appraise and advise the Chief Executive
- be assured that the management succession is being properly provided
- be assured that the organisational strength and staffing is equal to the requirements of the long-term goals
- approve appropriate salaries, terms and conditions of service for all staff
- actively recruit new members to join the Board
- annually approve the performance of the Board and if necessary take steps to improve its performance

### **Operations:**

- review the results achieved by the staff team in relation to the organisations aims and objectives, annual and long-term goals
- be certain that the financial structure of the organisation is adequate for its current needs and long-term strategy
- approve major actions of the organisation, such as capital expenditure, which goes above agreed limits and major changes in activities and services

### **Financial:**

- be assured that the Board of Trustees is adequately and currently informed – through reports and other methods – of the condition of the organisation and its operations
- be assured that the financial statements adequately reflect the nature of the Charity's services and the financial condition of the organisation
- appoint independent auditors subject to approval by members
- review the compliance with relevant laws affecting the organisation

### **Person Specification**

- Passionate about the work of The Change Project
- An understanding or desire to learn and accept the role of a Board of Trustees for a charity (including the legal duties, responsibilities and liabilities of Trusteeship);
- Demonstrable experience of creative and strategic thinking and vision;
- Excellent communication and interpersonal skills;
- Analytical ability and good independent judgement;
- A willingness and ability to devote the necessary time and effort to attend Board and other meetings, including preparing and reading for those meetings, and to participate in the effective governance and management of the Charity.
- Experience in the following areas
  - Expert in Domestic Abuse
  - Experience and knowledge of commissioning and contracting
  - Experience of safeguarding
  - Legal especially in family law
  - Experience of human resources management or administration;