



Trustee

Role Description

The Board

The Board of Trustees is responsible for setting the strategy and policy framework of Bramley Elderly Action (including BEA and OWLS), holding the Chief Executive accountable, providing constructive challenge where necessary, and promoting the charity externally.

The Role of the Trustee

Led by the Chair of the Board, Trustees work to ensure the good governance of Bramley Elderly Action (including BEA and OWLS).

As a BEA / OWLS Board member, you will have responsibility for setting direction, governance, reviewing policies and ensuring the organisation's resources are used strategically to achieve agreed results.

Key responsibilities

Contribute actively within the Board to set BEA/OWLS strategic direction, defining objectives and evaluating the charity's performance by making an effective contribution to discussions and decision making for the good of the charity.

Engage fully with relevant information, policies and other documents to enable you to effectively fulfil your duties.

Work collaboratively with the Chief Executive and relevant members of the BEA/OWLS staff team to support them in achieving their set objectives and priorities.

Ensure that BEA/OWLS complies with its articles of association, charity law and any other relevant legislation and regulations including signing off year-end accounts.

Safeguard the reputation and values of the charity.

Maintain oversight of the financial health and sustainability of the organisation, ensuring resources are managed in a way that achieves the charity's objectives.

Participate in working groups and committees as required as well as conduct ad hoc project leadership and/or provide project contribution.

Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.

Provide guidance on new initiatives, including contributing any specific skills, knowledge or experience related to a Trustee's areas of expertise.

Undertake new Trustee recruitment when necessary.

Manage risks with a considered, proportionate and balanced approach.

Engage fully with development opportunities including induction, training interventions and the annual appraisal process.

Comply with the Charity Commission's [6 main duties of a trustee](#).

PERSON SPECIFICATION

All Trustees must have a passion for and commitment to the vision, values and mission of BEA / OWLS and a willingness to devote the necessary time and effort to being a Trustee. This commitment includes preparing for and attending meetings, as well as being willing and available to be contacted between meetings when your guidance is sought.

Experience

Some evidence of relevant experience showing your ability to contribute to the Board of Trustees, governance and oversight of an ambitious organisation.

In this round of recruitment, we are specifically seeking people with HR and Finance experience, however we need people from a variety of other backgrounds too.

It is desirable for people to have an interest in ageing or experience of working to support older people, whether that be through work, family, or volunteering.

Relevant experience to demonstrate that you can represent BEA / OWLS effectively in your networks and local communities to help raise our profile and contribute to supporting the growth of our membership.

Knowledge, skills and abilities

Team orientated and able to work collaboratively with others.

Member focused and committed to delivering high quality services.

Excellent communication and interpersonal skills to be able to challenge constructively and enable others to easily understand your points and perspectives.

Able to analyse complex information, exercise good independent judgement and guide rational decision making.

Capacity for clear, creative and strategic thinking and vision.

Personal Qualities

Ideally Trustees will have a current personal link to, and understanding and knowledge of, the communities we serve. This may be through living in the area, or having strong family, work or other ties - we're looking for people who care personally about this part of Leeds.

A commitment to improving the happiness of older people in our local community.

A commitment to equity, diversity and inclusion.

Works with kindness, integrity and collaboration.

Self-motivated, keen to learn and grow.

Collaborative and flexible working style.

Creativity, resourcefulness and an open mind to be able to see opportunities and embrace challenges.