

Trustee Job Description

JOB DESCRIPTION

Job title:	Trustee
Accountable to:	Chair of Trustees
Liaison with:	BHCC Trustees BHCC staff Stakeholders General public

PRINCIPAL RESPONSIBILITIES

- As a Trustee of BHCC, working with other Trustees to provide leadership, strategic direction and commitment to the financial viability of the organisation
- Providing support to the Director and other members of staff
- Attending Board meetings (11 p.a.), and other sub-committee meetings as may be required. (Sub-committees will be convened as required).
- Acting as an ambassador for BHCC
- Representing BHCC at events and other gatherings as required
- Participating in other activities relating to the work of BHCC, as agreed with the Chair of Trustees, and taking a significant role in at least one of the following areas:
 - Staff support
 - Fundraising

Please note: See Trustee Induction pack for full list of trustee responsibilities

PERSON SPECIFICATION

Essential characteristics

- Knowledge

Must be able to demonstrate an interest, involvement in, or experience of the voluntary sector

HR experience

Practical knowledge and experience of safeguarding

Practical knowledge and experience of SEND

Practical knowledge and experience of Early Years

- Personal skills

Strategic vision

Good, independent judgement

Ability to work effectively as a member of a team

Willingness to devote the necessary time and effort to BHCC

- Communication

Must be able to present information clearly and concisely, both orally and in writing

Must possess good interpersonal and communication skills

- Equal Opportunities

Must be able to demonstrate a commitment to equal opportunities in relation to the work of BHCC

- General

Must support the values, aims and objectives of BHCC

Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship

Must have a flexible attitude to how the Board goes about its work

Desirable characteristics

Significant understanding and experience of one or more of the following:

- being a parent
- being a Health visitor or similar
- legal or HR knowledge
- accountancy
- fundraising, PR, marketing and communications
- business development and social enterprises
- issues facing practitioners working in Childcare and Family Support
- issues relating to the voluntary sector
- working in the community
- working in education
- practical knowledge and experience of working at Board level