Trustee Role Description and Person Specification

All trustees: work collectively within the Board of Trustees to:

- Ensure the Crypt fulfils its mission and values, taking advantage of new opportunities and navigating challenges and managing risks appropriately.
- Give clear strategic direction, setting overall policy and goals, and monitoring progress and impact.
- Ensure the Crypt is well-governed and administered, compliant with our own governing documentation and all relevant legislation.
- Ensure effective oversight of the Crypt's finances and properties.
- Act as an ambassador for the Crypt, fostering partnerships, and strengthening relationships with stakeholders and potential supporters.
- Work closely with the Senior Leadership Team of the Crypt, supporting and challenging them to achieve agreed objectives.
- Attend Board meetings and read papers in advance of these meetings, plus participate in sub-committees and other tasks from time to time as appropriate.

Finance Specialists: take a lead on behalf of the Board of Trustees as follows:

- Ensure effective oversight of the Crypt's financial affairs and its financial viability.
- Support and review the work of the Head of Finance and Finance team.
- Ensure that the Crypt has sound financial policies, controls and governance in place, and complies with these.
- Oversee the external financial audit process, from appointment of auditors to implementation of any recommendations.
- Understand the Charities Statement of Recommended Practice (SORP) and provide guidance on accounting and financial reporting for the charity.

Person specification (all)

- Demonstrable Christian faith.
- Active commitment to the Crypt's mission and values.
- Experience of working at a senior management level (previous non-executive Board experience is an advantage).
- Understanding of good governance and due diligence within the role of a trustee.
- Understanding of homelessness and the challenges facing our beneficiaries.
- Ability to work effectively as a member of the team, participating in constructive, open discussions that lead to effective decision-making.
- An empathy with the charity sector.
- Personal integrity.

Person specification (finance specialists)

- Experience of working at a senior management level in a finance role.
- A qualified accountant with charity experience (Desirable).

Board meetings take place every two months.
The position is unremunerated; all reasonable expenses in the role will be reimbursed.
We appoint for an initial term of three years, renewable by agreement for up to two further three-year terms.