



Charity Trustee

Job Description & Person Specification

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1. Introduction

The Charities Act 2011 defines charity trustees as people responsible under the charity's governing document for controlling the administration and management of the charity. Within The Sussex Reptile Rescue Centre, they are known collectively as the Board of Trustees.

2. Aim

Under charity law, the Board of trustees holds the ultimate responsibility for directing the affairs of the Sussex Reptile Rescue Centre, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on personal skills and experience required to successfully fulfil the role.

3. About the Charity

The Sussex Reptile Rescue Centre is a small, registered charity (**Charity Number:1210189**) which has been set up to provide care, rehoming, education and treatment to ill, injured and unwanted reptiles across the county of Sussex and Surrounding areas.

Our trustees play a vital role in making sure that The Sussex Reptile Rescue Centre achieves its core charitable purpose. They oversee the overall management and administration of the charity.

4. Associated Documents

This job description and personal specification should be read alongside the following documents and policies, all of which are available upon request.

- Governing Document
- Trustee Recruitment and selection policy
- The CC3 Essential trustees guide
- Trustees Code of conduct



5. Job Description

The Chair leads the board, ensuring that it governs the charity effectively, in service of the charity's vision and mission. The Chair leads in an inclusive way, supporting the board to work together well, and providing support and challenge to the Chief Executive. The Chair is also an ambassador for the charity.

Chair role

- Provide strategic leadership to the charity and the Board, ensuring that The Sussex Reptile Rescue Centre achieves its mission.
- Work in partnership with the Chief Executive and team to achieve our mission.
- Lead the board in ensuring that it fulfils its responsibilities for the governance of the organisation.
- Optimise the relationship between the board and The Sussex Reptile Rescue Centre's staff and volunteers.
- Plan and chair the board meetings and the AGM, with others as appropriate.
- Act as a spokesperson and figurehead for The Sussex Reptile Rescue Centre.

What we are looking for

Essential

- Experience of being a trustee.
- A keen sense of strategic purpose.
- An inclusive leadership style: able to inspire and support everyone to participate on an equal footing.
- The ability to listen and engage effectively. You are comfortable with challenge and debate and are able to encourage that in others whilst fostering a collaborative board environment.
- Advocate - be able and willing to champion The Sussex Reptile Rescue Centre's work through personal networks, social media, and other channels.
- A strong personal commitment to equity, diversity and inclusion.
- Be responsive



In addition to the above, the Chair will have the responsibilities and qualities of all trustees:

Responsibilities of all trustees

- Support and provide advice on The Sussex Reptile Rescue Centre purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee The Sussex Reptile Rescue Centre's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve [charity name]'s financial statements.
- Provide support and challenge to The Sussex Reptile Rescue Centre's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The Sussex Reptile Rescue Centre's operating environment.
- Contribute to regular reviews of The Sussex Reptile Rescue Centre own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect The Sussex Reptile Rescue Centre's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of The Sussex Reptile Rescue Centre's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Essential qualities and attributes of all trustees

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership



6. Terms of office

Trustees are appointed for a 2-year term of office and can be renewed for another 2 years, with the total term of office being 4 yrs.

This is a voluntary position, but reasonable expenses are reimbursed.

7. Commitment of trustees

Terms of office

- Trustees are appointed for a 2 year term of office, renewal for 1 further terms to a maximum of 5 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment (Estimated at one day per month)

- Attending 6 Board meetings annually. Currently meetings are held remotely or in person at the public office address.
- Monthly scheduled meeting with the CEO with flexibility to respond swiftly to the occasional ad hoc issue.

Attending an annual half day strategy session

8. To apply

Applicants must be over the age of 18, trustees are elected for 2 years and must not be disqualified from acting as a trustee.

References will be required upon request.

Please email info@thesussexrrc.org.uk to request an application pack.