



## 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**

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

They also ensure that The Sussex Reptile Rescue Centre has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable The Sussex Reptile Rescue Centre to grow and thrive, and through this, achieve our charitable purpose:

To promote humane behaviour towards reptiles and amphibians by providing appropriate care, protection, treatment and security for reptiles which need care and attention by reason of sickness, maltreatment, poor circumstances or ill usage and to educate the public in matters pertaining to reptile and amphibian welfare in general and the prevention of cruelty and suffering among reptiles.

All Trustees of The Sussex Reptile Centre are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Governing Document, establishing a clear vision, set of values and strategy and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the Charity complies with the Governing Document and any relevant legislation and/or regulations. Such legislation includes:

-Animal Welfare act 2006

-Charities Act 2011

In addition to this, the trustees shall ensure that collaboration with the local authority is sought to obtain any appropriate licensing required under the Animal Welfare Act 2006 including any future changes requiring specific licensing for animal rescue centres.



- Support and provide advice on The Sussex Reptile Rescue Centre's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee The Sussex Reptile Rescue'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 The Sussex Reptile Rescue's financial statements.
- Provide support and challenge to The Sussex Reptile Rescue's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in The Sussex Reptile Rescue operating environment.
- Contribute to regular reviews of [charity name]'s 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 interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of [charity name]'s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

#### **6. What we are looking for**

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

#### **7. Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interest of the charity.
- 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 discussions
- A strong personal commitment to reptile and animal welfare
- Enthusiasm for our vision and mission.



- Willingness to lead according to our values of educating, rescuing and rehoming sick, injured and unwanted reptiles within the county of Sussex and surrounding areas.

## **8. Qualifications & Experience**

We are inclusive on the Trustees and welcome applications from anyone who is interested who has experience with animals and reptiles, but also need individuals with specific experience and qualifications to join our trustees.

- Accounting and tax
- Charity Law
- PR & Marketing
- Animal Welfare
- Fundraising
- Management

## **9. 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.***

## **10. Commitment of trustees**

Trustees shall attend 6 meetings on an annual basis. These meetings can be held both online and in person as per our governing document.

## **11. To apply**

To apply for the position of trustee, please get in touch with us via emailing [info@thesussexrrc.org.uk](mailto:info@thesussexrrc.org.uk) or messaging us via our Facebook page.