

Volunteer Role Description

ROLE TITLE

Risk Trustee of Methodist Conference Property at Central Hall Westminster

JOB PURPOSE AND OBJECTIVES

Methodist Conference Property at Central Hall Westminster is a charitable trust. The object of the trust is the provision of funds to further The Methodist Church's Mission and to maintain the Methodist Central Hall, which is its principal asset. The trust achieves its objectives through an independently run, wholly owned subsidiary company, Central Hall Westminster Ltd, to which it delegates responsibility for caring for the building and raising funds through commercial activities; and by sustaining a close, supportive relationship with the church community at Central Hall Westminster.

We are looking to appoint an experienced risk management professional to join the Trust

ROLE ACCOUNTABILITIES

1. Risk Assessment:

- Formulate the Trustees risk strategy
- To advise Trustees of the risks facing the Trustees and the Company which could jeopardise the future sustainability of the Central Hall Westminster
- Review and revise the Trust's risk register annually
- Review the Company's risk register annually on behalf of the Trustees and recommend any changes

2. Meeting Commitment:

1. Review meeting papers in advance.
2. Attend all trustees' meetings

3. Assets Management:

- Assist with routine monitoring of the performance of the trading subsidiary and of the parent charity's investments in it, with a view to ensuring the good and proper use of the charity's assets.
- Advise on an appropriate risk based reserves policy for the Trustees in light of its role as sole shareholder of the company, its reliance on a single source of income from the company, and its responsibilities for the ongoing maintenance of the building.

4. Charity Trustee Duties:

3. Act in the charity's best interest.
4. Act with reasonable care and skill.

Person Specification

	Essential	Desirable	Assessment Method
Education and Training			
International Certificate in Enterprise Risk Management or an equivalent qualification	x		A
Member of the Institute of Risk Management		x	A
Proven Abilities, Knowledge and Skills			
At least five years experience and skill in managing risk at a senior level.	x		I
Experience of being in a senior position in the private, public or voluntary sector.	x		I
Ability to communicate effectively and persuasively, orally and in writing.	x		A and I
Good knowledge and understanding of the obligations of charity law.	x		I
Supportive of the work and mission of the Methodist Church	x		I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)

(We reserve the right to assess any other aspects of the role in a format not previously described)