

Project Trust – Trustee role

RESPONSIBILITIES

Together, our Board of Trustees:

- Ensure that Project Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations
- Ensure that the organisation's strategies and policies reflect its vision, mission and principles
- Ensure that Project Trust pursues its objectives and applies its resources exclusively in pursuance of these objectives
- Approve annual plans, strategies and budgets
- Ensure that Project Trust is and remains solvent and that robust financial control and risk management systems are maintained, taking particular care when investing the funds of the charity, or borrowing funds for the charity to use
- Examine regular financial and operational reports to ensure the organisation is financially stable and effectively administered, seeking expert professional advice as necessary
- Ensure that appropriate financial accounts are kept and approve the charity's annual report and accounts
- Ensure that risk is managed and appropriate mitigations are in place
- Oversee the charity's insurance provision and property management
- Establish and implement systems for the appointment, support and appraisal of the Chief Executive
- Promote Project Trust's vision, mission and values and demonstrate Project Trust's values in all of the Board's work

Individually, our Trustees:

- Provide support and guidance to the Executive team on the area of expertise you specialise in
- Contribute specific skills, interests and contacts and support the organisation in its fundraising and advocacy activities
- Are a committed member of the trustee body in exercising its responsibilities and functions, attending and actively participating in Board meetings and relevant sub-committees and working groups
- Follow the Scottish Charity Regulator's Guidance and Good Practice for Charity Trustees
- Maintain confidentiality on any sensitive/confidential matters discussed
- Avoid conflicts of interest and declare and appropriately manage any conflicts should they arise
- Undergo a thorough induction upon appointment and ongoing training to remain up to date with the duties and responsibilities of being a trustee and the work of the charity
- Fulfil such other duties and assignments as may be required from time to time by the trustee body

PERSON SPECIFICATION

Personal Attributes:

- Commitment to Project Trust's vision, mission and values
- Ability to demonstrate commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Specific Experience & Skills:

- Finance Trustee – professional accountancy qualification, recent experience in an accountancy or audit role, and expertise in understanding analysing and advising on strategy and risk
- Communications Trustee – strong background in marketing and/or communications, demonstrable knowledge about communications now and in the future, ability to contribute to development and ongoing implementation of communications strategy as well as serving as or advising the communications spokesperson
- Fundraising Trustee – fundraising skills and expertise, ability to think creatively and provide strategic direction to our fundraising efforts, knowledge of legal and ethical responsibilities
- Legal Trustee - legal qualification, with general legal skills and experience, together with specific competencies in contract law, employment law or charity law

General Experience & Skills:

- Experience of working at a senior leadership level in a commercial, public sector or not for profit environment
- Excellent communication and interpersonal skills, able to represent Project Trust and its work to key stakeholders and a willingness to engage a broad range of people for the benefit of the organisation
- The ability to work effectively as a member of a team while contributing an independent perspective, providing motivational support and challenge

Desirable:

- Financial management expertise and a broad understanding of charity finance issues
- An understanding of the international volunteering and/or educational context in which Project Trust operates
- Previous involvement in and understanding of the charity sector
- Experience as a Volunteer with Project Trust
- Experience as a Trustee in a charity or similar organisation and a clear understanding of good governance

ADDITIONAL CRITERIA

Project Trust requires all Trustees to obtain a satisfactory disclosure from Disclosure Scotland (PVG Scheme). Further details will be provided to candidates who are proposed for election.

In addition, the Charities and Trustee Investment (Scotland) Act 2005 disqualifies people who:

- Have unspent convictions for offences involving dishonesty or an offence under the 2005 Act
- Are an undischarged bankrupt or have a Protected Trust Deed
- Have been removed under either Scottish or English Law or the courts from being a charity trustee
- Are disqualified from being a company director