

GuildCare[♥]	GUILD CARE ROLE DESCRIPTION
Job Title	Trustee
Unit	Board of Trustees
Responsible To	Chair of Board of Trustees
Responsible For	N/A
Salary	N/A
Hours of Work	Meetings are usually 2-4 hours every quarter plus 2 away days per year. Training, reviewing reports, visiting services, and attending additional events or meetings would generally require around 1 to 2 hours per week.
Role Category	Voluntary

Job Requirements	
Essential	✓ Commitment to Guild Care's vision, mission and values. ✓ Integrity, independent judgement and strategic thinking. ✓ Ability to contribute effectively to Board discussions and decision-making. ✓ Understanding of the legal duties and responsibilities of charity Trustees. ✓ Good communication and interpersonal skills. ✓ Ability to work collaboratively while providing constructive challenge. ✓ Willingness and capacity to devote sufficient time to the role. ✓ Understanding of the challenges and opportunities facing older people's services, dementia care, learning disability services or the wider social care sector. ✓ Experience of financial governance, audit, risk management or financial oversight. ✓ Ability to scrutinise financial information, budgets and performance reports and provide constructive challenge. ✓ Understanding of internal controls, financial assurance and audit processes. ✓ Satisfactory DBS check.
Desirable	✓ Experience within residential, nursing or social care services. ✓ Knowledge of care home occupancy, admissions, marketing and business development. ✓ Knowledge of the local community and stakeholder environment. ✓ Professional background in finance, accounting, auditing, risk management or corporate governance. ✓ Experience serving on an Audit, Finance or Risk Committee. ✓ Knowledge of charity accounting requirements, Charity Commission guidance and financial reporting standards. ✓ Understanding of the Nolan Principles of Public Life.

Job Purpose

A Trustee of Guild Care has a responsibility to ensure that the organisation applies its resources exclusively in the pursuit of the objectives of the charity.

As part of that responsibility a Trustee needs to actively contribute to the work of the Board by helping set the strategic direction and overall policy, monitoring organisational performance, and supporting organisational development.

The Board of Trustees are also responsible for providing challenges and scrutiny of the senior management team in a positive and supportive environment.

Main Duties

- To lead by example in displaying Guild Care's values and leadership behaviours
- To ensure that Guild Care complies with and pursues its objects as defined within its Memorandum and Articles (governing document)
- To ensure that Guild Care complies with charity law, company law and any other relevant legislation or regulations that affect its operation
- To ensure that Guild Care uses its resources exclusively in pursuing its objects, i.e. that the charity does not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the Board of Trustees' role in giving clear strategic direction, setting overall policy, defining goals and setting targets and evaluating performances against those agreed targets
- To oversee the effective and efficient administration of Guild Care services
- To ensure financial stability and sustainability of Guild Care
- To protect and manage the property of Guild Care and safeguarding the proper investment of the charity's funds
- To appoint the Chief Executive Officer

Trustees should within all their work:

- Act as an ambassador for the organisation
- Consider the organisation as a whole and its beneficiaries, whether as a member of the Board of Trustees or any of its sub-committees or groups and reflect on the Trustees' policies and concerns on all its sub-committees and groups
- Reflect the organisation's vision and values, strategy and major policies at all times
- Contribute specific skills, interests and contacts and support the organisation in fundraising activities
- Be an active member of the Board in exercising its responsibilities and functions and regularly attend meetings of the Trustees – a minimum of 70% attendance of meetings each year will be expected
- Engage with the organisation by visiting services and meeting staff, volunteers and service users
- Maintain good relations with senior managerial staff
- Take part in training sessions provided for the benefit of the Trustees
- Safeguard the good name and values of the organisation

- Fulfill other duties and assignments as may be required from time to time by the Trustee body
- Demonstrate the BELIEF Values, the associated Leadership Behaviours and NCVO's Code of Conduct which has been adopted by Guild Care

BELIEF Values and Leadership Behaviours

Guild Care has adopted the following BELIEF values which underpin everything we do. These values are important to us and are discussed as part of regular performance progress conversations.

BELIEF Values and Leadership Behaviours	
Brave	✓ Courageous ✓ Passionate ✓ Empowered
Engaging	✓ Straightforward ✓ Authentic ✓ Present
Loving	✓ Genuine ✓ Caring ✓ Interested
Integrity	✓ Respectful ✓ Accountable ✓ Trustworthy
Everyone matters	✓ Considerate ✓ Attentive ✓ Appreciative
Free to be me	✓ Playing to strengths ✓ Supportive ✓ Vulnerable

Health and Safety

As a Guild Care Trustee, you have a responsibility under the Health and Safety at Work Act 1974 to:

- Take reasonable care of yourself and others at work
- Co-operate with Guild Care to ensure the laws relating to health and safety are not broken.
- Report any problems or concerns about health and safety to the manager in the area in which you are working.

Equal Opportunities

Guild Care is committed to anti-discriminatory policies and practices, and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.