



Trustee

Reports to: The Board of Trustees

Time commitment: Currently the Board meets quarterly for 2 hours in person, in Brixton. Support in between Board meetings is required and usually amounts to 2-4 hours per month.

Offering your skills and your time each month is a great way to give back and make a positive impact on your local community. You will join our small but dynamic team and Board to help us deliver our long-term strategy to improve the lives of carers in Lambeth.

Who we are

Carers' Hub Lambeth is an independent local charity based in Brixton.

Our mission is to improve carers' lives in Lambeth through quality services and community engagement. We achieve this through four core workstreams: raising awareness of carers, influencing local policy through community engagement activities, improving carer wellbeing and connecting carers to each other and to support and training opportunities through our services.

Caring for a loved one, family member, friend or neighbour, can have a significant impact on all aspects of a carer's own life. Our dedicated and passionate team work with carers to help overcome challenges around managing at home, finances, caring with confidence, education and employment, physical health and emotional wellbeing.

Who we are looking for

We would like to add a number of Trustees to our Board and would like to hear from you if you are keen to offer your time and expertise to support us. We are particularly keen to hear from you if you have skills in the following areas:

- Finance: accountancy, financial planning or budgets.
- Safeguarding: experience of managing or overseeing safeguarding processes and practices.

- Fundraising: writing applications or bids, or helping to raise funds
- Senior management experience in a charity

We are also keen to hear from you if you have personal experience of being a carer, although this is not essential for the role.

Board meetings take place at our offices in person in Brixton every quarter. They currently run from 4pm until 6pm and we value our Trustees being able to attend meetings in person. It is hoped that you will be able to contribute your time to help develop pieces of work outside of meetings depending on your skill set and availability.

There are also opportunities to support our team with local events and activities for carers.

As we are a relatively new organisation, you will be able to help us shape Carers' Hub and make a significant impact.

Person specification

- A commitment to the Carers' Hub Lambeth
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The role of a Trustee

The Board of Trustees are responsible for the overall governance and strategic direction of Carers' Hub, developing the organisations aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines. The Trustees also have oversight of financial management, risk, people and resource management and safeguarding. For more details on the six main duties of a Trustee please visit: [Duties of a Trustee](#)

Responsibilities:

- Ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are

not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public

- Determine the overall direction and development of the charity in line with its purpose as defined in its governing document through good governance and clear strategic planning
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Act in the best interest of the charity, beneficiaries and future beneficiaries at all times, and safeguard the good name and values of the organisation
- Ensure the effective and efficient administration of the charity and its resources, including having appropriate policies and procedures in place
- Ensure the financial stability and maintain sound financial management of the charity's resources and property, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive
- Ensure the effective performance of the Board by succession planning, annual evaluation of the Board's performance, and taking steps to improve performance as necessary.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.