



VOLUNTEER ROLE DESCRIPTION

Role Title: Trustee (General)

Reports To: Chair of Trustee Board

Role Purpose
<p><i>Charity Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, and ensuring it is well-run, solvent and delivering the charitable outcomes for which it was set up (Charity Commission 2008).</i></p> <p>As part of the Trustee body: To ensure the Charity complies with Charity law and other relevant legislation; to ensure the Charity remains solvent and to act with integrity and due care to safeguard the Charity's funds, assets and reputation; to determine the Vision and Mission of the Charity, ensuring that subsequent Strategic Direction and Beneficiary Services meet the Charity's aims. Further to ensure effective governance that supports the operation and function of the Charity, ensuring high standing in the public domain.</p>

Key Accountabilities	Key Activities
To ensure the Charity complies with charity law, does not breach the terms of its founding documents and complies with other relevant legislation.	Contribute to the development of new policies and activities at Board level in a way that ensures compliance. Use reasonable care and skill in carrying out the Trustee role. Ensure that the Charity is well-run and efficient. Take professional advice when deemed appropriate.
To ensure effective and continuous pursuit of the Charity's objects.	Share and promote the Charity's Vision, Mission and Values.
To maintain an overview of the Charity and the beneficiary base.	Actively contribute to the development of Charity policies and objectives in accordance with research.
To monitor and review the achievement of business plan objectives and the budget.	Monitor key performance indicators, ensuring that Charity resources and assets are applied exclusively in pursuit of Charity Objects.

<p>To ensure that achievable and realistic budgets are set annually.</p>	<p>Ensure that the finances and reserves of the Charity are underpinned by sound financial planning and management.</p>
<p>To work effectively with the Chief Executive and Senior Leadership Team (SLT) to ensure that the appropriate values and principles of the Charity are maintained.</p>	<p>Determine effective means of measurement and monitoring.</p> <p>Provide support to the achievement of the business plan and the development of long-term planning.</p>
<p>To scrutinise research based policy and service proposals.</p>	<p>Approve as appropriate.</p>
<p>To ensure that appropriate delegated powers are in place for the Chief Executive and SLT to manage the Charity on a daily basis</p>	<p>Pay particular attention to the need for sound risk management that complies with the Statement of Recommended Practice (SORP).</p>
<p>To promote the Charity's public image.</p>	<p>Act as an ambassador for the Charity at all times and portray a positive image.</p> <p>Demonstrate strong leadership when attending key events on behalf of the Charity.</p> <p>Maintain an up to date knowledge of the Charity in order to speak knowledgeably of our work.</p>
<p>To proactively contribute to the Charity as appropriate in the Trustee role.</p>	<p>Ensure that sufficient time, including that required for preparation, is allocated to effectively carry out the Trustee role.</p> <p>Actively contribute to meetings, particularly board meetings.</p> <p>Diligently attend to other duties commensurate with the role of Trustee.</p>
<p>To adhere to the Charity's Code of Conduct.</p>	<p>Demonstrate personal behaviours that support the Charity's values.</p>

Stakeholders
Other Trustees, Company Members, Chief Executive, Senior Leadership Team, all employees, volunteers and beneficiaries.

Person Specification	
<p>Essential: Ability to demonstrate sufficient understanding and capability to operate effectively at a strategic level.</p> <p>Ability to analyse organisation issues and identify key transformation factors for review or change.</p> <p>Strong analytical and problem solving skills.</p> <p>Ability to portray an acceptable image to all stakeholders</p> <p>A team player who supports and communicates team decisions.</p> <p>Ability to interact easily at all levels in the Fire Community and wider public arena.</p> <p>Strength of character to liaise with volunteers, hear feedback, but retain an independent voice on the Board.</p> <p>Personal values that accord with the values of the Charity.</p> <p>Commitment to devote the necessary time to the Charity and the role of Trustee.</p> <p>Empathy with the fire community.</p>	<p>Desirable:</p> <p>Exposure to commercial environments.</p> <p>Knowledge of the fire community.</p>

Competencies	
<p>Essential: Influencing/negotiating/adaptability – Ability to promote the Charity’s Vision and Mission.</p> <p>Sufficient presence within the Board to articulate and influence Trustees on new policy development.</p> <p>Ability to develop new concepts for an organisation, its structure, policies and</p>	<p>Desirable: An individual, who thinks outside the box, is enthusiastic and innovative.</p>

practices.	
IT Skills - IT literate including MS Word, Excel and Powerpoint.	
Numeracy – Ability to analyse and interpret financial data, research and statistics.	Ability to fully interpret Company Accounts.
Problem Solving/ Analytical Skills - Sufficient intellect to analyse all types of reports and to assimilate essential information.	

Behavioural Competencies	Specific Indicators
Team working	A team player who supports and promotes team decisions. Ability to accept and promote Board decisions.
Communication	A strong communicator with ability to hold the audience and promote the vision.
Adaptability	Ability to evaluate change drivers and embrace necessary change outcomes.
Interpersonal awareness	Ability to interact easily at all levels in Fire Community and a wider public arena.
Influencing/Negotiation	Ability to present and influence Board on Charity matters.
Working Style	Strength of character to liaise with volunteers, hear feedback, but retain an independent voice in the Board. Take responsibility for own personal development in the role.
Reliability - Travel	Only occasionally – but must commit to attending meetings at any location.