

Role Description

General Information

Role Title:	Trustee
Responsible To:	Chairman
Responsible For:	Chief Executive
Directorate:	Board of Trustees
Pay Band:	N/A Volunteer Post - please note the post of Trustee is not remunerated, nor is the function of being a Hospital Manager
Disclosure Required:	Yes – DBS Enhanced Disclosure

Responsibilities of Trustee

Trustees are responsible under Charity and Company Law and Making Space's Memorandum & Articles of Association for overseeing the performance, management and administration of the charity. Trustees of the Board are elected in accordance with the Memorandum and Articles of Association, the Board of Trustees Recruitment and Selection Policy, and the Board of Trustees Recruitment and Selection Procedure and appointment is subject to the individual being a member of Making Space.

The post of a Trustee is not a position of honour, but one which carries specific legal duties and responsibilities. Trustees are required to act reasonably and prudently in all matters relating to the organisation and are responsible jointly and severally for the administration of the organisation. Trustees are required to act in accordance with Nolan's Principles of Public Life.

Specific Duties

1. Exercise overall control of the strategic development of Making Space, ensuring all activities are in accordance with the Memorandum and Articles of Association.
2. Exercise overall control of the charity's financial affairs as prescribed by the Memorandum and Articles of Association and procedures based on good accounting practice.
3. Ensure the end of the year Financial Accounts and Annual Report are externally audited and the Annual Return is submitted to the Charity Commission.
4. Ensure that Making Space's investments follow standard investment criteria, as determined by the Board of Trustees, and are solely for the purpose of furthering Making Space's objectives, in accordance with the Constitution, and are constantly monitored and reviewed.
5. Ensure all monies received by Making Space are used solely for the purposes set out in the Memorandum and Articles of Association and that it is distributed fairly between those qualified to benefit from the organisation.

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6. Ensure all monies are invested to the greatest benefit of Making Space within the constraints of the law and investment practices.
7. Ensure compliance by the Board, of all legal, compliance, and regulatory obligations.
8. Ensure that the Board properly and effectively carries out its responsibilities as a Hospital Manager.
9. Ensure correct Human Resource procedures are in place, monitored and regularly reviewed in line with changing legislation.
10. Delegate, to named Trustees or employees, specific activities connected with the administration of Making Space, including activities relevant to Governance Committees, whilst still maintaining overall control for said activities.
11. Seek professional advice on matters in which the Trustees themselves are not competent.
12. Attend Trustee meetings.
13. Sit on appropriate discipline and appeals panels for grievance procedures.
14. Sit on appropriate recruitment and selection panels.
15. Represent Making Space at events.
16. Any other duties deemed necessary for the administration of Making Space.

General Information

Relationships:	Contact with Chairman, Board of Trustees, Vice Chair, Chief Executive, Executive Management Team, and Executive Assistant.
Management and Supervisory Responsibility:	No direct managerial responsibility for team members
Accountability:	As part of the Board of Trustees, specific accountability for the performance of the organisation and performance of the Board as a Hospital Manager.

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The Making Space Behaviours

This section identifies what the required competency level is for the role in each of the Making Space Behaviours. The table indicates the method by which the level of competency in each area will be assessed.	ASSESSMENT METHOD			
	Application	Interview	Assessment	Other
<ul style="list-style-type: none"> Effective Team Working <i>Builds and maintains productive relationships across and, where appropriate, outside Making Space, actively involving and consulting internal and external partners.</i> 	✓	✓		
<ul style="list-style-type: none"> Focusing on performance <i>Makes an active contribution to the team, showing personal commitment to achieving agreed objectives.</i> 	✓	✓		
<ul style="list-style-type: none"> Developing yourself and others <i>Improves their own skills by developing specialist and functional knowledge, and getting feedback on their own performance. Helps others develop through coaching, delegation and feedback.</i> 	✓	✓		
<ul style="list-style-type: none"> Thinking things through <i>Assesses issues and problems from different points of view. Makes decisions that take account of both short-term and long-term implications.</i> 	✓	✓		
<ul style="list-style-type: none"> Results Focused <i>Organises their own workload to meet deadlines and expectations, using resources effectively and efficiently.</i> 	✓	✓		
<ul style="list-style-type: none"> Working with change <i>Encourages and demonstrates creative thinking, putting into practice new approaches that improve performance. Helps others to understand and cope with change.</i> 	✓	✓		

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Person Specification

The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential Criteria	Desirable Criteria	Assessment Method		
			Application Form	Interview	Other

Membership, Education and Qualifications

• Member of Making Space	✓		✓		
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Experience

• Experience / knowledge of effective working in a business, charity or other public sector environment.		✓	✓	✓	
• Working in a complex and diverse not for profit or social care organisation.		✓	✓	✓	
• Used influencing and negotiating skills in a working or voluntary sector environment.		✓	✓	✓	
• Knowledge of performance management.		✓	✓	✓	
• Able to relate to stakeholders at all levels of the organisation internally and externally.		✓	✓	✓	

Knowledge, Skills and Abilities

• Be in agreement with the Making Space Vision Statement and committed to the Objects of the organisation.	✓		✓	✓	
• Basic knowledge of, and interest in, the Health and Social Care Sector.		✓	✓	✓	
• Understanding and acceptance of the legal duties, responsibilities and liabilities of Trustees.	✓		✓	✓	
• Understanding of Strategy and Business Planning.		✓	✓	✓	
• Willing & able to devote the necessary time and effort to the oversight and work of the organisation.	✓			✓	
• Able to communicate effectively in formal & informal settings.		✓		✓	
• Able to listen effectively, articulate opinions and speak their mind.		✓		✓	
• Able to exercise good independent judgement.	✓		✓	✓	

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The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential Criteria	Desirable Criteria	Assessment Method		
			Application Form	Interview	Other
<ul style="list-style-type: none"> Fully supportive of Nolan's 7 Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership. 	✓		✓	✓	
<ul style="list-style-type: none"> Ability to understand and comment on written documents. 		✓	✓	✓	
<ul style="list-style-type: none"> Ability to recognise and focus on the key issues. 		✓	✓	✓	
<ul style="list-style-type: none"> Ability to think creatively. 		✓	✓	✓	
<ul style="list-style-type: none"> Ability to work effectively as a member of a team. 	✓		✓	✓	

Personal Circumstances

<ul style="list-style-type: none"> Being prepared to undertake relevant training necessary for the role 	✓			✓	
<ul style="list-style-type: none"> Ability to commit to bi-monthly evening board meetings 	✓		✓		
<ul style="list-style-type: none"> Ability to commit to a maximum of three full training days per annum 	✓		✓		
<ul style="list-style-type: none"> Ability to be available for a Hospital Managers Panel meeting once a month 		✓	✓		
<ul style="list-style-type: none"> Ability to attend a Hospital Managers Committee quarterly 		✓	✓		

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