

ROLE DESCRIPTION –TRUSTEE

Job Title:	Trustee
Responsible to:	Chair and Board Members
Salary:	Unpaid. Reasonable expenses incurred while travelling to meetings can be claimed from the organisation.
Level of commitment required:	Bimonthly board meetings. Additional time may be required to participate in ad hoc groups and work which draws on specialist skills and knowledge. There is also the opportunity to serve on the Executive Committee. This meets bimonthly between board meetings and comprises four trustees, the Chief Executive and the Deputy Chief Executive.

Role of the Trustees

At its simplest, the role of the trustee board is to receive assets from donors, safeguard them and apply them to the charitable purposes of Nottingham Arimathea Trust. The trustee board must always act in the best interests of Nottingham Arimathea Trust, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group not as individuals.

Duties of a Trustee

The duties of a trustee are to:

- Ensure that Nottingham Arimathea Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure that Nottingham Arimathea Trust pursues its objects as defined in its governing document.
- Ensure Nottingham Arimathea Trust applies its resources exclusively in pursuance of its charitable objects. For example, it cannot spend money on activities which are not included in the objects, however worthwhile they may be.
- Contribute actively to the board of trustees by giving a firm strategic direction, setting overall policies, defining goals, setting targets and evaluating performance against targets.
- Ensuring the financial stability and sustainability of Nottingham Arimathea Trust.
- Safeguarding the good name and values of Nottingham Arimathea Trust.
- To protect and manage the property of Nottingham Arimathea Trust and to ensure proper investment of the organisation's funds.
- To appoint the most senior staff member and appraise their performance.

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 leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

In addition trustees are expected to:

- Be committed to the vision and values of Nottingham Arimathea Trust.
- Abide by Nottingham Arimathea Trust's policies and procedures.
- Meet the minimum time commitment including attending the majority of board meetings.
- Declare conflicts of interest.
- Contribute actively to the board of trustees.
- Keep informed of the organisation's work.
- Be willing to undergo a Disclosure and Barring Service (DBS) check.

Minimum time commitment

Board Meetings

Trustees are required to attend bimonthly board meetings which are held in Nottingham on a weekday evening.

In addition to reading papers and preparing for meetings Trustees may be called upon for specific advice if they have particular expertise in a given area and/or be expected to occasionally support in practical ways such as participating in interviewing staff, representing Nottingham Arimathea Trust at events or engaging in fundraising activity.

There is also the opportunity for those wishing to be more involved, to serve on the Executive Committee. This meets bimonthly between board meetings and comprises four trustees, the Chief Executive and the Deputy Chief Executive.

PERSON SPECIFICATION – NOTTINGHAM ARIMATHEA TRUST TRUSTEE

Each trustee must have:

- A passion to support asylum seekers and newly recognised refugees.
- A commitment to the vision, mission and values of Nottingham Arimathea Trust.
- A willingness to meet the minimum time commitment including, on occasions, being available to staff for advice and support.
- Integrity including understanding of, and ability to maintain, confidentiality.
- An ability to see the 'big picture'.
- Good, independent judgement.
- An ability to think creatively.
- Willingness to express opinion in a reasoned way and to actively participate in discussion.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team and to take decisions for the good of Nottingham Arimathea Trust.
- A willingness to learn and undertake training if required.

The board of trustees collectively need a wide range of skills and experience including:

- Financial Management
- Strategic Planning and setting targets
- HR including volunteering
- Fundraising and income generation
- Charity law and charity governance
- Understanding of national and local policy environment
- IT and Digital
- PR, Marketing, Communications and campaigning
- Monitoring, evaluation and impact
- Partnership and collaboration
- Service user perspectives, involvement and consultation
- Key policy areas including Health & Safety, Safeguarding and Equal Opportunities/diversity etc
- Specific areas relating to our work such as:
 - Understanding the asylum process and immigration law
 - Cross cultural working/living

At this time we are specifically looking for individuals with experience of:

- Charity Finance including budgeting and year end accounts.
- Fundraising including grants, contracts and individuals/community.
- Social investment.
- Property Management.

Those with lived experience of being an asylum seeker/refugee are welcomed