



Job description for a SkyWay Trustee

Trustee responsibilities

The role of a trustee is to ensure that SkyWay Charity fulfils its duty to its beneficiaries and delivers on its vision, mission and values. The board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

Trustee responsibilities

- Ensure that the organisation complies with its Memorandum and Articles of Association, charity law and other relevant legislation and regulations and that it pursues its charitable objects as defined in its constitution
- Ensure the organisation applies its resources exclusively in pursuance of its objects, i.e., the organisation must not spend money on activities which are not included in its own objects no matter how worthwhile or charitable those activities are
- Ensure the financial stability of the organisation
- Ensure the effective and efficient administration of the organisation
- Be able to attend evening trustee meetings every two months, yearly AGM's and a Trustee away day, at least, once per year
- Be responsive to the requirements of the charity and ensure a timely response to all matters relating to the charity as required

Duties as employer

- Ensure that the organisation operates good employment practices
- Ensure the organisation implements and monitors equal opportunities practise in all aspects of its work
- Appoint the organisation's CEO as needed and monitor her or his performance
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets

Duties, general

- Safeguard the good name and values of the organisation
- Protect and manage the property of the organisation and ensure the proper investment of the organisation's funds

Duties to board of trustees and staff

- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience s/he has to help the board reach sound decisions. This will involve reading board papers, leading discussions, focusing on key issues and providing advice and guidance requested by the committee on new initiatives or other issues relevant to the area of the organisation's work in which the individual trustee has special expertise



Person specification

- A willingness to commit to SkyWay Charity, to further our aims and objectives
- A willingness to devote the necessary time and effort to the Charity
- Ability to help support the strategic vision of SkyWay
- Good, independent judgement
- An ability to think creatively
- A willingness and ability to speak your mind when necessary
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship including a commitment to Safeguarding the beneficiaries of SkyWay Charity
- 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
- An enthusiasm to promote diversity, inclusion and equality, and a commitment to supporting the Charity to provide an anti discriminatory and anti racist practice
- A willingness to use personal skills and knowledge to support the charity
- Ability to serve as an example of how everyone in the charity should conduct themselves in order to reflect the values of the charity

Equality of opportunity

We recognise the benefits of having a diverse group of trustees, and welcome applicants with broad diversity, if you require any additional resource or information to help with your application please contact us.

Safeguarding

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. An enhanced Disclosure and Barring Service check will be required for the successful candidate.

Time commitment

Our trustees currently meet every two months - we alternate between online and in the main office (Kingsland Road, Hackney). We also have a Trustee Away Day with staff and trustees once a year (usually a Saturday or Sunday). Trustees are expected to read through the meeting documents before every meeting and support the CEO or other staff members as and when required.