



## St. Luke's Advice Service

### Role profile: Trustee

Our trustees play a vital role in making sure that [St Luke's Advice Service](#) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that St Luke's Advice Service has a clear strategy and that our work and goals are in line with our vision and is properly funded. Just as importantly, our trustees have a collective responsibility to support the team of staff and volunteers that provide one to one help to people in need across the City of Brighton and Hove.

#### Duties:

- Support and provide advice on St Luke's Advice Service's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Ensure adequate funding is secured to deliver the service and oversee the charity's financial plans and budgets, monitor and evaluate progress and review and approve financial statements.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are identified, monitored and controlled effectively.
- Provide support and challenge to our Service Delivery Manager in the exercise of their duties.
- Keep abreast of changes in charity's operating environment.
- Contribute to regular reviews of St Luke's Advice Service's own governance.
- Attend Trustee Committee meetings, adequately prepared to contribute to discussions and making balanced and well-informed decisions, considering short- and long-term objectives.
- Use independent judgment, acting legally and in good faith to promote and protect charity's interests, to the exclusion of personal and/or any third-party interests.
- Contribute to the broader promotion of St Luke's Advice Service's objectives, aims and reputation by applying your skills, expertise, knowledge and contacts.

And specially for this vacancy, in addition to the above:

- Fulfil responsibilities and compliance as required by the current Companies Act and Charities Act. Ensuring that the Charity complies with its own governing document and delivers its charitable objectives; that it is able to demonstrate that we comply with the law, that the organisation is well run and effective.
- Act as the Charity Secretary for St Luke's Advice Service, working closely with the Treasurer.
- Agree operational and governance related policies for St Luke's Advice and help monitor the implementation and effectiveness of these.

As a small charity, there will be times when the trustees will need to be actively involved beyond Trustee Committee meetings. This may involve scrutinising or preparing board papers, leading discussions, providing advice and guidance on new initiatives, presenting externally, or directly supporting the Service Delivery Manager on projects or aspects of operational delivery in which the trustee has special expertise.

## **Personal skills and qualities**

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Demonstrable enthusiasm for our vision, mission and objectives.
- Willingness to lead according to our values.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion
- The ability to move easily from strategic thinking to mentoring and advising the other trustees and the Service Delivery Manager on governance and assurance matters, to supporting the latter with relevant operational matters such as preparing for the quality standard audit
- Specialist knowledge relevant to the specific trustee role (in this case governance, risk management and assurance knowledge and willingness to learn and keep up to date in this area)
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## **Terms of appointment**

- This is a voluntary and unpaid position

## **Time commitment**

The time commitment can be flexible depending on the time each trustee has available and the needs of the charity. The following gives an indication of the expected minimum commitment.

- Preparing for and attending 10 Board meetings annually, currently on Friday mornings, lasting up to 90 minutes. Our meetings are held mainly remotely, with occasional ones in person at the Brighthelm Centre in central Brighton.
- Attending an annual strategy day, and our annual AGM.
- Preparing and providing project support/specialist area work - averaging approximately three hours a month
- Attending occasional external events, such as training courses or networking opportunities.