



Trust for London

Tackling poverty and inequality

## **THE ROLE OF A TRUSTEE**

### **JOB DESCRIPTION**

**JOB TITLE** - Trustee of the Trust for London

### **BACKGROUND**

The Trust for London, formerly City Parochial Foundation, is an endowed grant-making body established in 1891 to benefit the poor of London. The Trust makes grants to charitable organisations working to benefit disadvantaged Londoners.

The Trust's Board currently comprises 19 Trustees.

### **PRINCIPAL DUTY OF TRUSTEES:**

To help the poor of London through creative and strategic thinking, expert knowledge and advice, and through the Chief Executive, appropriate and sensitive management of the Trust's staff.

### **THE DUTIES OF A TRUSTEE ARE:**

1. To contribute actively to the Board's role in giving strategic direction to the organisation, determining overall policy, defining goals, setting targets and evaluating performance against these targets.
2. To take an active interest and part in the grant making of the Trust to charitable organisations.
3. To protect and manage the assets of the charity and to ensure their proper investment.
4. To ensure the financial stability of the Trust.
5. To appoint a Chief Executive to the Trust and monitor his/her performance.
6. To safeguard the good name and ethos of the Trust.
7. To ensure that the Trust complies with its governing instrument, charity law, and any other relevant legislation or regulations.
8. To ensure that the Trust pursues its objectives as defined in its governing instrument.



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9. To ensure the Trust applies its resources exclusively in pursuance of its objectives, (i.e. the charity must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities may be).

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. This may involve scrutinising Board/Standing Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, and/or other issues in which the trustee has special expertise.

## **PERSON SPECIFICATION**

This person specification sets out the qualities, skills and experience needed a Trustee of the Trust. All Trustees need certain qualities such as integrity and commitment. In terms of specific skills, it is acknowledged that not every Trustee will have the full range of skills and experience ideally required by the Board.

Each Trustee is expected to have:

- a commitment to the Trust;
- a willingness to devote the necessary time and effort (normally attendance at four Board meetings per annum and the meetings of at least two standing committees to which the Trustee has been appointed);
- a strategic vision;
- good, independent judgement;
- an ability to think creatively;
- a willingness to speak his/her mind;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship;
- 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.

The Board requires skills and experience in the following areas:

- setting targets, monitoring and evaluating performance in all areas of the Trust's activities;
- financial management, including investment in property, equities and cash;
- the grant making work of the Trust;
- knowledge of the voluntary sector, especially in London;
- legal matters;
- information technology;
- human resource recruitment and management;
- media and public relations;
- campaigning/lobbying;
- experience of working in the voluntary sector



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## **INDUCTION/EXPECTATIONS**

At the commencement of a term of office, Trustees are expected:

- To meet with the Chair, Vice-Chair, Chief Executive, Director of Finance & Administration, Director of Special Initiatives & Evaluation and Director of Policy & Grants.
- To attend at least three committees in the first six months (including one of the grant committees), prior to agreeing which committees they would like to become a member of (in consultation with the Chair/Vice-Chair).
- To accompany one of the Grant Directors/Grant Managers on a grants assessment/monitoring visit.

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