**Home-Start Wandsworth Trustee**

**Job Description**

Our trustees play a vital leadership role in making sure that Home-Start Wandsworth (HSW) achieves its core purpose. They ensure that HSW has a clear strategy and that our work and goals are in line with our vision. Trustees oversee the overall performance, management and administration of the charity. They support and challenge the employee team to enable the charity to grow and thrive, ensuring it delivers the best possible help to families and children in need.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

**Duties:**

* Support and provide advice on HSW purpose, vision, goals and activities.
* Approve operational strategies and policies and monitor and evaluate their implementation.
* Oversee HSW financial plans and budgets and monitor and evaluate progress.
* Ensure the effective and efficient administration of the organisation.
* Ensure that key risks are being identified, monitored and controlled effectively.
* Review and approve HSW financial statements.
* Provide support and challenge to HSW’s Managing Director in the exercise of their delegated authority and responsibilities.
* Keep abreast of changes in HSW’s operating environment including implementation of mandated policies and guidance from Home-Start UK
* Contribute to regular reviews of HSW’s own governance. Attend Board meetings, read documents and be adequately prepared to contribute to discussions.
* Use independent judgement, acting legally and in good faith to promote and protect HSW’s interests, to the exclusion of their own personal and/or any third-party interests.
* Contribute to the broader promotion of HSW’s objectives, aims and reputation by applying their skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising Board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

***What we are looking for***

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board. You do not need previous Board experience – we will provide a full induction and training - but any experience you do bring will be valuable.

***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.
* Effective communication skills and willingness to participate actively in discussion.
* A strong personal commitment to equity, diversity and inclusion.
* Enthusiasm for our vision and mission.
* Willingness to lead according to our values.
* Commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* We are particularly keen to recruit trustees on this occasion with relevant lived experience and/or skills in any of the following areas: business, finance, legal, safeguarding, child development, fundraising and events management, marketing & communications, local government, community or charity experience, data analysis and information systems.

***Terms of appointment***

* As we are embarking on a three year strategy we would be looking for an initial commitment of the same period, unless circumstances change.
* This is a voluntary position but reasonable expenses are reimbursed.

**Time commitment**

* Attending Board meetings every 6-8 weeks. Meetings may be held in person at our office in Battersea, or remotely. Trustees are expected to read all provided documentation in advance of the meetings.
* Attendance at 1 strategy day per annum and occasional operational meetings which may be held remotely or in person at the office in Battersea.
* Up to an additional 5 hours per month supporting the Board and Managing Director.
* Overall time commitment approximately 10 hours per month.

**Committee membership**

Trustees are asked to take the lead in driving or monitoring progress in key topics and committees depending on their skills, interests and availability. They may also be called upon for ad hoc support through working groups and/or support to the executive team.

Areas include: finance & budgets, fundraising events, grant funding applications, marketing and communications, data analysis and IT, risk, safeguarding, operations.

**How to apply**

We warmly welcome applicants of all ages, genders and backgrounds, including, for example, black, Asian or minority ethnic, LGBTQIA, people under the age of 40, and people with experience of physical or mental illness or disability. This is a voluntary position but reasonable expenses are reimbursed.

If you would like to find out more about the role before applying, please contact Helen Blenkinsop, Chair of the Board of Trustees, at helen@homestartwandsworth.org.uk to arrange a call. To apply, please submit your CV and a covering letter detailing your experience and what you would bring to the role to our Business Support Administrator, Ellie Awoye at ellie@homestartwandsworth.org.uk

**The deadline for applications is 14th June 2024.**