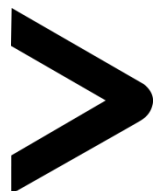


GROUNDWORK

CHANGING PLACES
CHANGING LIVES



ROLE DESCRIPTION

ROLE TITLE:	Trustee of Groundwork NE & Cumbria
RESPONSIBLE TO:	Board of Trustees / Chair of Trustees
TERM OF APPOINTMENT:	3 Years, Renewable

PURPOSE OF THE ROLE

Our Trustees play a vital role in guiding the charity's overall governance and strategic direction, helping to ensure the organisation is well managed, financially sustainable, and operating in line with its charitable purposes and legal responsibilities.

Working collectively as a Board, Trustees support and safeguard the charity's values, reputation, assets, and long-term future, while helping to ensure we continue to make a positive difference for the communities we serve.

Trustees are also encouraged to use any specialist knowledge, professional expertise, or lived experience they may have to strengthen the work of the Board and support the ongoing development of the organisation.

MAIN RESPONSIBILITIES

Governance and Strategy

- Ensure the charity pursues its charitable aims and objectives, as set out in its governing document, and contribute to the development of the organisation's long-term strategy and direction
- Support and promote the charity's vision, mission, values, and reputation

- Ensure the charity complies with its governing document, charity law, company law, and all other relevant legislation, regulations, and regulatory requirements
- Support effective governance, decision-making, and organisational leadership
- Ensure appropriate governance arrangements, policies, procedures, and controls are in place to support the effective and efficient operation of the charity
- Act at all times in the best interests of the charity and its beneficiaries

Financial Oversight and Risk

- Oversee the financial health, sustainability, and resources of the organisation, ensuring funds and assets are properly managed and used responsibly in furtherance of the charity's purposes and for public benefit
- Approve annual budgets, accounts, and financial plans
- Monitor financial performance, risk, and organisational impact against agreed priorities and objectives
- Ensure appropriate financial oversight, internal controls, and risk management arrangements are in place
- Ensure compliance with statutory accounting and reporting requirements

Leadership & Accountability

- Support appropriate arrangements for the recruitment, appointment, support, appraisal, and remuneration of the Chief Executive
- Monitor organisational performance and progress against strategic goals and agreed outcomes
- Safeguard the integrity, reputation, and long-term future of Groundwork NE & Cumbria
- Support equality, diversity, inclusion, and safeguarding across the organisation
- Maintain confidentiality and declare any conflicts of interest appropriately

Safeguarding Responsibilities

Trustees share collective responsibility for ensuring:

- Appropriate safeguarding policies, procedures, and practices are in place
- The welfare of children, young people, and vulnerable adults is prioritised
- Safeguarding concerns are managed appropriately and reported where necessary

Board Participation

Trustees are expected to:

- Attend and actively contribute to Board and committee meetings
- Prepare for meetings by reading papers and contributing constructively to discussions and decision-making
- Apply their skills, knowledge, experience, and judgement to support and challenge appropriately
- Participate in sub-committees, working groups, events, and ambassadorial activities where appropriate

Expected Board Participation

Trustees will be expected to attend 4 Board meetings per year plus preparation time. You will also have the opportunity to sit on one of the following Committees, which also meet 4 times per year:

- Finance & Corporate Services
- Strategic Development
- Risk and Compliance

PERSON SPECIFICATION

Essential

- Commitment to the charity's aims and values
- Ability to think strategically and contribute to decision-making
- Good communication and interpersonal skills
- Ability to work collaboratively as part of a Board
- Sound judgement and integrity
- Understanding of confidentiality and collective responsibility
- Understanding of governance or a willingness to learn
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Desirable

- Experience in one or more of the following:
 - Finance/accountancy
 - Safeguarding
 - Fundraising
 - Legal/compliance
 - HR/people management
 - Marketing/communications
 - Charity governance
 - Community development
 - Environmental or sector-specific knowledge

Trustee Duties Under Charity Law

As a Trustee you will be expected to:

- Act in the charity's best interests
- Manage resources responsibly
- Act with reasonable care and skill
- Ensure accountability
- Avoid conflicts of interest

Guidance on the role of a Trustee is available from Charity Commission.

Disclosure and Barring Service (DBS)

If your application is successful, this position is subject to an enhanced DBS check.

Expenses

This is a voluntary unpaid role. Reasonable out-of-pocket expenses will be reimbursed in line with the charity's expenses policy.

More information on the role of this position can be discussed with the Chief Executive prior to completion of the application form.