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# Trustee Job Description

## Job Purpose:

The Board of Trustees is the ultimate decision-making body for the operation of the charity as set out in The Charities and Trustee Investment (Scotland) Act 2005.

## Principal Responsibilities:

**Good governance and leadership**

* Setting and safeguarding the vision, values and reputation of the Trust
* Overseeing the work of the Trust
* Ensuring the Trust’s assets including investments, estate and housing are properly managed
* Managing and supporting staff and volunteers where applicable

## Delivery of the Trust’s purpose and aims

* Developing, with the Chief Executive, a long term strategy
* Contributing to the development and implementation of the estate strategy
* Oversight of the management of affordable housing and community development
* Reviewing and amending operational plans and budgets
* Monitoring progress and spending against plan
* Evaluating results, assessing outcomes and impact

## Supporting charities by:

* Occasional review of the grants strategy
* Recommending grant awards including quantum
* Supporting the Chief Executive and his staff in working with charities
* Following up the effectiveness of grant-giving

## Exercising effective control by

* Ensuring compliance with all legal and regulatory requirements
* Establishing good internal financial and management controls
* Regularly identifying and reviewing major risks to which the Trust is exposed including systems to manage those risks
* Effective delegation to committees, staff and volunteers (as applicable)

## Behaving with integrity by

* Safeguarding and promoting the Trust’s reputation
* Acting according to high ethical standards
* Identifying, understanding and managing conflicts of interest and loyalty
* Maintaining independence of decision making
* Delivering impact that best meets the needs of beneficiaries
* Working as a team with and collective responsibility for decisions

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# Person Specification

## Competencies : these are the skills, knowledge, behaviours and experience you must have to do the job

* + A track record of engagement in civil society
	+ A strong affinity with the vision, aims and objectives of The Gannochy Trust
	+ Potential to learn and grow
	+ Clear thinking and an ability to work strategically
	+ Creative thinking and a willingness to adopt new ideas
	+ A willingness to listen and learn
	+ Working effectively in a group and actively participating in discussion
	+ The ability to understand and accept the duties and responsibilities of being a charity trustee
	+ Exercising sound and independent judgement
	+ Knowledge and understanding of the environment and sectors in which the Trust operates, within Scotland
	+ An understanding of, and respect for, the boundaries between governance and executive functions
	+ Taking into account the time required for preparation for, communication between and attendance at meetings, the ability to commit around 8 - 12 days per annum
	+ Individual and board training available to develop knowledge and skills.

## On this occasion, due to the experience of the retiring Trustees and the range of skills required across the Board, it will be essential for the applicant to have knowledge, qualifications and experience in one or more of the following:

* + Financial management and accounting
	+ Investment management
	+ Law and legal practice