

Trustee role profile

Title:	Trustee
Location:	Exeter and Hybrid
Responsible to:	Chair of trustees

Main purpose:

- To ensure the charity functions within the legal and regulatory framework of the sector and in line with the organisation's governing document, charity law, company law and any other relevant legislation or regulations, striving for best practise in governance.
- To take equal legal responsibility for the Board's actions and decisions and have equal status as trustees.
- To undertake such duties in a way that adds to public confidence and trust in the charity and to avoid any personal conflict of interest.
- To take appropriate professional advice in all matters where there may be material risk to the charity, or where trustees may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear strategic planning.
- To set overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To ensure that they remain independent and do not come under the control of any organisation or individual.

Duties and responsibilities:

- Ensure the charity complies with legislative and regulatory requirements and acts within the confines of the governing document.

- Promoting and developing the charity in order for it to grow, improve and maintain its relevance to society, and to safeguard the good name and value of the organisation.
- Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objectives, and investment activities meet accepted standards and policies.
- To ensure the financial stability of the organisation and the proper investment of the organisation's funds.
- To ensure the organisation uses its resources exclusively in pursuance of its objectives.
- Interviewing, appointing and monitoring the work and activities of the Chief Executive and Executive Team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practise in good governance.
- To maintain confidentiality about all sensitive/ confidential information received.
- Ensure Step One Charity values diversity in the workforce and demonstrates equality of opportunity in its treatment of staff and service users in all aspects of its business.
- Exercise reasonable care and skill as trustees, using personal knowledge and experience to ensure that the organisation is well run and efficient.
- Reviewing board papers and proposals and reading all papers in advance of meetings.
- Promoting and developing the charity in order for it to grow and maintain its relevance.

Communication and working relationships:

Key working relationships are with the Step One Senior Leadership team, all other Trustees and stakeholders.

General Information

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to Step One, individuals and service-user information. The post holder must comply with all aspects of the Data Protection Act.

Equality and Diversity

Step One is committed to achieving equality of opportunity for all staff and for those who access services. The post holder must work in accordance with equal opportunity policies and procedures and promote the equality and diversity agenda of Step One.

Recovery

It is a requirement of all employees to have an understanding of the broad principals of the Recovery Approach and to incorporate them into every aspect of their work. Step One's aim is to provide services that support people's recovery by promoting social inclusion, self-management, personal autonomy and independence.

All employees/trustees should be aware of Step One's mission, vision and values:

- **Mission:** We support people to build a pathway to independence, live a fulfilling life and reach their own potential through a range of specialist mental health and wellbeing services.
- **Vision:** A society that values mental health and wellbeing and where everyone can thrive in their local community.
- **Values:** Valuing everyone. Being compassionate. Working together. Making a difference. Being adaptable.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, service users and visitors.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with charity policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.