

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **ROLE:**  | **TRUSTEE / COMPANY DIRECTOR** |
| **RESPONSIBLE TO:**  | **BOARD OF TRUSTEES** |
| **KEY RELATIONSHIPS:** | **BOARD OF TRUSTEES, CHAIR, CHIEF EXECUTIVE AND, WHERE APPROPRIATE, THE LEADERSHIP TEAM** |

##### Main responsibilities

Along with your fellow trustees, you’ll share responsibility for making sure PSS is heading in the right direction and does what it says it’s going to do, when it’s going do it, by making decisions reasonably and carefully.

1. It’ll be your job to work with your fellow trustees/directors, the PSS chief exec and, where we need you to, other senior PSS people to make sure:
* PSS has a clear vision, mission and strategy;
* we’ve got the systems in place to monitor and review our achievements;
* we’ve got business plans, operational plans and any other plans we need in place to support what we’re trying to achieve;
* we keep our eye on the ball – and that we’re always looking for new ways we can improve what we’re doing – and keeping up with the ever-changing world we live in; and that
* you always, always work to ensure what we all do is in the best interests of PSS.
1. Along with the other trustees/directors, you’ll need to share responsibility for the performance of PSS and how we use our assets by:
	* making sure we have good ways to control our money, property and other assets, and that our money is invested in things that will bring us maximum benefit;
	* keeping an eye out for any major risks that might have reared their ugly head somewhere along the line, and making sure the right systems are in place to nip them right in the bud or minimise them as much as possible;
	* digesting regular reports on how PSS is doing and keeping an eye on how things look;
	* making sure that there are clear ways that anyone – no-matter who they are – can tell you as trustees or tell people working within PSS about anything that goes against our ethos and our morals;
	* reviewing and understanding and ultimately giving the thumbs up to PSS’s annual budget and any major policies; and
	* being a brilliant ambassador for the PSS values.
2. We need you and our other trustees to work together to make sure PSS complies with all of our legal and regulatory requirements by:
* keeping up-to-date and compliant with the ‘articles of association’ – a document that gives all the rules for how PSS should be run;
* deciding the levels of delegated authority and making sure they’re noted; and
* complying with what the Charity Commission of England and Wales needs us to do, as well as any charity legislation or company laws.
1. With other trustees/directors, do your best to make sure:
* how PSS is governed is clear to everyone – including other trustees and senior members of the PSS team;
* the Board of Trustees has the skills needed to make the best decisions and has access to the right expertise and advice from outside PSS;
* we’re compliant with PSS’s Trustee Code of Conduct; and
* there’s a fair procedure for the recruitment or co-option of trustees/directors.

**Please note:** this is a voluntary position but reasonable out-of-pocket travelling expenses will be paid if you can show us a valid receipt.

**PERSON SPECIFICATION**

**Knowledge and experience**

**We’re looking for someone with:**

* a crackin’ way with people;
* great communication skills;
* experience of people management, including performance management;
* experience of making a plan and following it through;
* strong leadership skills;
* lots of integrity;
* experience of working in a committee; and
* the ability to do what’s fair and square.

**Attributes**

**We want someone who:**

* really ‘gets’ PSS: understands what we’re trying to achieve, how we want to do it and what our values are;
* has a good understanding of governance and the responsibilities of trustees;
* is able to express their own views confidently (with or without the use of interpretive dance – we’ll leave that bit up to you); and
* is willing and able to challenge other people constructively.