

**ROLE DESCRIPTION**

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| **Role:** | **Trustee** |
| **Responsible to:** | **Board of Trustees** |
| **Key relationships:** | * **Board of Trustees** * **Chair of Trustees** * **Chief executive** * **Director of finance and people** * **Director of operations** * **Executive business partner** * **Senior management 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 to do it, by making decisions reasonably and carefully. You’ll also have a key role in making sure that PSS lives by its values and our culture is supportive, warm and welcoming to all.

1. It’ll be your job to work with your fellow trustees, the PSS chief exec and 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, so we know what difference PSS is really making;
* 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;
* we are on track with our vision to make PSS a place where everyone who walks through our doors feels like they truly belong here;
* that you always, always work to make sure what we do is in the best interests of PSS.

1. Along with the other trustees, 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 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 values;
   * reviewing, understanding and ultimately giving the thumbs up to PSS’s annual budget, any major policies and our annual report – as well as, together with management, making an assessment of our ability to continue as a going concern;
   * 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 used correctly;
* recognising and dealing with conflicts of interest;
* being aware of 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 the other trustees, you’ll 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 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;
* there’s a fair procedure for the recruitment of trustees, committee members and apprentices.

1. We also need you to do what you can to promote our work and our culture outside of our PSS bubble. This could be by leveraging your own networks, contributing thought-leadership pieces to support our wider influence, or even just engaging with our social media posts to maximise their reach.

**Please note:** this is a voluntary position, but reasonable out-of-pocket expenses, including childcare or other care responsibilities will be paid if you can show us a valid receipt.

**PERSON SPECIFICATION**

**Knowledge and experience**

First and foremost, we want people who live our values on our Board. It doesn’t matter if you don’t have experience of being a trustee or even a senior leader. All we ask is that you’re willing to learn and bring your skills to our table. We also need you to have:

* a crackin’ way with people;
* great communication skills;
* lots of integrity;
* the ability to do what’s fair and square.

And if you have any of the following knowledge or experience, that’s a bonus (although, depending on the skill gap we’ve recruited you to fill, we might need you to have some or all of these):

* experience of people management, including performance management;
* experience of making a plan and following it through;
* strong leadership skills; and
* experience of working in a committee.

**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 charity 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);
* is willing and able to challenge other people constructively; and
* is passionate about social justice, and believes that everyone should have a fair and equitable chance at life.