**York Road Project – Trustee Job Description**

**About York Road Project (“YRP”)**

We are a Woking based charity with a team of 22 employees, passionate and committed to ending homelessness together. We bring an array of expertise to find solutions to the many challenges those we work with face. We achieve this by providing:

* Temporary hostel accommodation
* Supported and/or rented “move on” accommodation
* Help and support to finding suitable independent accommodation
* Information, advice, training and other support to those in need of it

This is an exciting time for YRP as we are going through a transformation with a new building (planning permission approved) and a new business model (“recovery centre model”), whereby clients’ needs are assessed and appropriate accommodation and services are provided to ensure that clients have the best opportunity possible to thrive.

We want to encourage clients to become re-integrated into society with the aim to defeat homelessness together and reduce the burden on health, police and other public services.

**Role Title**:

Trustee

**Who we work with**:

The trustee will work with the Chair of the Board of Trustees, other trustees and the CEO. You may also be working closely with Senior Management on specific activities

**Location**:

Woking

**Purpose of the Role:**

Becoming a Trustee for YRP can be an exciting and fulfilling role. The role of a trustee is to ensure that YRP fulfils its duty to its beneficiaries and delivers on its vision, mission and values.

The Board of trustees are both jointly and individually responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation’s aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

The statutory duties of all trustees include:

* Ensuring that the organisation complies with its governing document (pursuing the objects as defined in it), charity law, company law and any other relevant legislation or regulations.
* Maintaining financial control and ensuring the charity does not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
* Contributing actively to the Board of trustees in giving firm strategic direction to the charity, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* Ensuring financial stability of the organisation, protecting and managing any charity property and ensuring the proper investment of the charity's funds.
* Drawing up and monitoring the implementation of internal policies which must include equality and diversity, safeguarding, as well as health and safety policies and key human resources policies, including grievance and disciplinary policies.
* Safeguarding the good name and values of the organisation and help maintain effective board performance.
* Jointly with other trustees, holding the charity "in trust" for current and future beneficiaries

**General Responsibilities of Trustee**

We are looking for a few trustee positions and will consider all applications as we are a growing charity. We are specifically interested in expertise in building development and/or management for the new building, fundraising and HR, as well as a general trustee with no defined background or experience.

As we are a small charity, trustees are required to be much more hands on than larger charities and require enough time required to support and fulfil the role.

We expect all trustees to have:

* Personal integrity, openness, and honesty
* Strong interpersonal and communication skills, with the ability to be diplomatic to build sustaining relationships
* Willingness to challenge
* Work with other trustees and senior management in sub-committees
* Ability to think creatively and to meet challenges with innovative approaches
* Ability to work effectively as part of a team and willingness to take collective responsibility
* Ability to represent YRP positively and professionally to external audiences
* Understanding and acceptance of the duties and responsibilities of charity Trustees

The above list of duties is indicative only and not exhaustive. The trustee will be expected to perform all such additional duties as are reasonably commensurate with the role.

**Time Commitment**:

The Board has 4-6 in person Board meetings per year with additional training throughout. We may require the new trustee to support the charity with additional work based on your expertise. The charity appoints Board members on a 3 year term and re-appointment is an option.

**Remuneration**:

This position is an unpaid position