

Job Description and Person Specification: Trustee

Trustee - Sexpression:UK

Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed for attendance at meetings.
Location:	UK
Time commitment:	Four Board meetings per year, plus correspondence with volunteer Committee members
Reporting to:	Chair of Board of Trustees

Job Description

The Trustees are ultimately responsible, individually and collectively, for all activity within the organisation. The most effective Boards are ones which benefit from individuals from a diverse range of backgrounds, experiences and skill sets. The Board of Trustees is responsible for setting the vision and values of the organisation and for ensuring that Sexpression:UK fulfils its duty to its beneficiaries. The trustees ensure development of a long term strategy and approve and monitor plans to deliver the strategy.

Vision

Sexpression:UK aims for a society in which young people are able to access reliable information about relationships, sex and sexuality; where youth are free from STIs, and unwanted pregnancy; and where they are empowered to make individual, informed decisions regarding their bodies and their health.

Mission

To provide high quality and comprehensive relationship and sex education (RSE) to young people across the UK through a network of local branches and to advocate for comprehensive knowledge of RSE-related issues in the UK public.

Key Values

A student organisation – because university students are closer in age to the young people than their teachers and parents our near-peer teaching encourages young people to participate.

Empowering – young people's individual beliefs are respected, and our teaching helps young people to act on them. We also encourage young people to respect the beliefs of others.

Informal – young people learn best and are more likely to make informed decisions about sex and relationships if they participate in discussions rather than being lectured.

Comprehensive – Young people should be informed about all aspects of their sexual and reproductive health.

The statutory duties of a trustee are:

- To ensure the organisation complies with its constitution.
- To ensure that the organisation pursues its objectives as defined in its constitution.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- To ensure the charity complies with all relevant legislation and regulation.

All trustees must strive to hold the charity “in trust” for current and future beneficiaries by:

- Ensuring that the charity has a clear vision, mission and strategic direction and is focused on achieving these.
- Being responsible for the performance of the charity and for its “corporate” behaviour; ensuring that the charity complies with all legal and regulatory requirements.
- Acting as guardians of the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensuring that the charity’s governance is of the highest possible standard.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience to help the board make good decisions.

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

Person specification

Individuals are sought who have a strong empathy with our mission to educate and empower young people. Experience, skills, expertise, and an interest in education and charity governance as well as mentoring, combined with an in-depth understanding of our work and ambitions are particularly sought.

The Board of Trustees are jointly responsible for the overall governance and strategic direction of the organisation, its financial health, and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

	Essential	Desirable
Experience		
Evidence of successfully working in a leadership or governance role (this could be through work or voluntary experience)	X	
Experience of successfully dealing with strategic issues, including interpretation of complex information and business planning		X
Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives		X
A proven track record of sound judgement and effective decision making	X	
Knowledge, skills and understanding		
Knowledge of the effective governance of organisations (public, private or third sector)	X	
A good knowledge and understanding of the statutory responsibilities of trusteeship and the relevant legislation	X	
Good independent judgement and vision	X	
An understanding of the respective roles of the Chair, Trustees and the National Committee		X
An ability to work effectively as a member of a team	X	

Preparedness to make recommendations to the board and a willingness to offer an opinion in a constructive manner	X	
Strong communication skills, with the ability to relate to, and communicate effectively with, people at all levels	X	
Values and Attitudes		
A strong and visible passion and commitment to the charity and its strategic objectives and cause	X	
A creative and innovative thinker with the ability to drive positive change		X
A leader on equality of opportunity who values diversity and removes barriers to equality	X	
Ability to commit the time required to conduct the role well, including traveling to and attending events out of office hours	X	
Willingness to be available to the National Committee for advice and enquiries on an ad hoc basis	X	
Ability to be decisive and to lead and guide others in decision making processes in order to get things done	X	

Some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- anyone who has an unspent conviction for an offence involving deception or dishonesty
- anyone who is an undischarged bankrupt
- anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- anyone under a disqualification order under the Company Directors Disqualification Act 1986
- anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register