**Trustees’ role description**

Our trustees are the people that have overall oversight of the charity. They are not involved in running the charity on a day-to-day basis as we have a team of staff and volunteers that do this. However, our board of trustees collectively make decisions about the approach the charity will take and its future direction. They make sure that, as an organisation, we have the policies and procedures we need to ensure we’re complying with our legal obligations. They provide support, ideas and constructive challenge to our staff team to test our thinking and help the charity to achieve the best it can for our service users and demonstrate the difference that we make.

The Charity Commission describes the role of trustees as follows:

*“Trustees have overall control of a charity and are responsible for making sure it’s doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run.”*

You can read a summary of the duties and responsibilities that trustees have on our webpage: <https://www.myfoothold.org/get-involved/become-foothold-trustee/>

We currently have 8 trustees, but we can have up to 10.

**Meetings and time commitment**

* we hold trustee meetings quarterly (Oct, Jan, April, July) during the day either by video conferencing or in person meetings held at High Holborn, London. Meetings usually last for 4-5 hours and start times vary depending on whether it is an in person or a video conference meeting
* some trustees also sit on our committees which meet between 2 and 4 times a year, either by video conferencing or in person meetings. These meetings last between 2-4 hours depending on the agenda.
* the agenda and papers are normally uploaded to our Dropbox a week before a meeting to give you plenty of time to read them.
* once a year we spend a whole day together to think about our future plans and to provide training to trustees as a group. This is usually on a weekday in October.
* trustees are invited to our Annual General meeting and Local representatives’ assembly (LRA) which is held in the day in February and the LRA annual general meeting in September
* being a trustee is a voluntary role, but the charity will pay for out-of-pocket expenses e.g., for travel to trustee meetings or childcare costs so you can attend meetings.

**Other things to note**

* if you haven’t been a trustee before we can provide extra training and/or ask another trustee to be a ‘buddy’ to talk through trustee papers, answers questions you have and provide support.
* there are also other ways that you can volunteer with the charity in between trustee meetings, although this is not a requirement. For example, you can write blogs or articles for the website, follow us on social media and interact with our posts, act as an ambassador at an engineering event and introduce us to your business and social networks.

**Person specification**

Each trustee needs to:

* be committed to the charity’s overall mission and to achieving the purpose that we were set up for
* give the time and commitment that’s needed to carry out their role well
* act with integrity and honesty
* think carefully about where we are going as a charity and how we can deliver our purposes effectively in the short and long term
* think for themselves and contribute to decisions that - trustees as a group - can show are good for the charity
* be willing to be creative and to think beyond how we do things today
* be willing to speak their mind in a way that is polite and respects others that have different ideas and opinions
* work well together as a team with the rest of the trustees and our staff team, including when we have different views on how to do things
* recognise that being a trustee is an important leadership role that has specific responsibilities and legal duties and take time to understand these.
* understand that they can be liable for a loss to the charity if they don’t act properly or abuse the role they have within the charity.

We are currently looking for 2 new trustees to be a critical friend to our staff team, one of whom will be a current member of The IET. We are seeking skills or experience as either:-

* an individual giving and legacy fundraiser with a broad understanding of other fundraising channels - we’re on a mission to diversify our income streams whilst continuing to build on our foundation of individual giving and legacies.
* working in a strategic IT role to help us successfully navigate new trends and developments which will help us to become more robust and effective as an organisation.

We would really like our board of trustees to better reflect our community which spans 16-102 years of age, covers 152 countries globally and includes members of the Institution of Engineering and Technology from students & apprentices, associates, technicians, engineers and fellows and others with an interest in engineering. So, we particularly encourage you to apply if you have experience of living on a low income, are under 40 years old, have either a

physical or less visible disability or are a person of colour and would like to help us achieve our ambition of increasing the wellbeing of engineers and their families worldwide.

**To express an interest in the role and to be considered, please complete the form on** [**https://www.myfoothold.org/get-involved/become-a-trustee**](https://www.myfoothold.org/get-involved/become-a-trustee) **attaching the following documents:**

* a detailed and up-to-date CV and a supporting statement that addresses all criteria in the Person Specification and outlines your motivation for applying.
* the equality opportunities monitoring form that can be downloaded from the page
* details of your availability on the dates provided in the indicative timetable.

If you have any difficulties completing the application process, please contact our business manage Beverley Archer by email beverley.archer@myfoothold.org (preferred) by phone on 07923 257090

The information on the equal opportunities monitoring form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

The closing date for applications for the Trustee role is noon on **Monday 28 March 2022**. If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion with the CEO, please contact beverley.archer@myfoothold.org

**Equal opportunities**

Foothold is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all of Foothold staff and volunteers to be willing and able to make a positive contribution to the promotion and implementation of Foothold’ Equality and Diversity policy.

**Recruitment timetable**

An indicative recruitment timetable for candidates is provided below. Once final dates are confirmed, these will be made available to applicants as soon as possible. Please note reasonable expenses will be reimbursed.

|  |  |
| --- | --- |
| Closing date for applications | Monday 28 March 2022 |
| An opportunity for shortlisted candidates to meet CEO in person, on zoom or by telephone | 6/7/8 April 2022 |
| Final selection meetings in person or by video  | 19/20 April 2022 |