

Trustees' role description

Our trustees are the people that have overall oversight of Foothold. They are not involved in running Foothold 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 Foothold 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 Foothold to achieve the best it can for our community members 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."

Role description

- to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests
- to set and maintain vision, mission and values
- to ensure that Foothold always complies with its governing document, Foothold law, company law and any other relevant legislation or regulation.
- to ensure that Foothold pursues its objects as defined in its governing document
- to maintain proper financial control and ensure that Foothold applies its resources exclusively in pursuance of its objectives
- to develop strategy and provide strategic leadership, setting overall policy, defining goals and setting targets, as well as evaluating performance against agreed targets
- to ensure accountability
- to support the operational management of the organisation
- to agree the content and implementation of mandatory internal policies, which must include equality and diversity, health and safety policies and grievance and disciplinary procedures
- to ensure that risk assessments for all aspects of the business are carried out
- to safeguard the good name and values of Foothold
- to maintain effective Board performance and ensure the effective and efficient administration of Foothold including funding, insurance and premises
- to promote Foothold and act in the best interests of Foothold, never in the interests of yourself or another organisation

Person specification for IET member Trustees

- be committed to Foothold's overall mission and to achieving the purpose that we were set up for
- be a current IET member
- have the time and commitment that's needed to carry out their role well and attend Board and Committee meetings as requested
- 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 Foothold
- 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 Foothold if they don't act properly or abuse the role they have within Foothold.

For more information about being a Trustee go to

- <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

How to apply

- Please submit your application form, CV, and a supporting statement of no more than two pages explaining your interest in this post, and how you meet the points in the person specification, via the vacancy page on our website: [Work with us – Foothold](#)
- **Informal Conversations:** these can be arranged with our CEO Jane Petit by emailing on jane.petit@myfoothold.org.
- **Closing date:** applications should be submitted by **12 midday** on Tuesday 4 November 2025 – we will let shortlisted candidates know by 5 pm on Thursday 13 November 2025
- **Interviews:** will be held on Friday 21st November in person at a central London location.
- Reasonable travel and subsistence expenses can be reimbursed.