



Legal Trustee

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 makes decisions about the approach that 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 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."

Role description

As a member of the Board of Trustees, the Legal Trustee will have the expertise to ensure the strategic oversight of the charity's governance and to support appropriate decisions and good governance by the Board. This includes:

- Undertaking a lead role for the Board of Trustees on all matters associated with the legal aspects of the organisation;
- Acting as a critical friend to the organisation's senior management team when obtaining and acting on legal advice.

Main responsibilities of all Trustees are:

- to abide by the Trustees' Code of Conduct and to declare as appropriate their business interests
- to set and maintain strategy, vision, mission and values
- to ensure that Foothold always complies with its governing documents, charity law, company law and any other relevant legislation and regulatory requirements
- to ensure that Foothold pursues its objects as defined in its governing documents
- to maintain proper financial control and ensure that Foothold applies its resources exclusively in pursuance of its objects.
- 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



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- to agree the content and implementation of mandatory internal policies, including 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 its best interests, never in the interests of yourself or another organisation.

Specific Duties:

- to work with Senior Management and other trustees to foster a better understanding within the Board of the legal aspects of the organisation.
- to provide support and information to the Trustees on any legal requirements they are required to undertake
- to support Trustees on legal issues which arise, and which are outside the agreed delegations of management authority
- to provide support to the CEO on legal issues
- to support the Remuneration and Nominations Committee (RNC) to find a successor
- to support the Board of Trustees on matters of the law relating to running a charity

Person specification

Knowledge and experience

- Legal experience from either the private or public sector
- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
- Appreciation of the nature of risk management at Board level
- Experience gained as Trustee or Non-Executive Director in a similarly complex service-orientated or influential organisation is desirable but not essential

Skills and abilities

- Have the time and commitment that's needed to carry out their role well and attend Board, Finance, Audit and Risk and other Committee meetings as required
- Skills and ability to ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations



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- Ability to distil complex information and bring a pragmatic approach to its application
- Highly effective communication and interpersonal skills including the ability to explain legal issues and concepts to other Board members who do not have a legal professional background
- Ability to galvanise external relationships and build support for Foothold.
- Strong ambassadorial and influencing skills, inspiring trust and confidence quickly
- Independent, strategic and creative thinker
- Driven and self-managing, with sharp commercial acumen
- Collaborative team player
- Sound judgement and political sense
- Committed to the values of Foothold, leading by example in upholding these values and demonstrating the utmost integrity

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 by emailing admin@myfoothold.org.

Closing date: applications should be submitted by **12:00 GMT** on Wednesday 1 July 2026

Interviews: will be held in central London on 14 July 2026.

Reasonable travel and subsistence expenses can be reimbursed.

We hope that the successful candidate will be able to join the online Board meeting on 22 July 2026.