

TRUSTEE JOB DESCRIPTION
WILLIAM BENDLOWE CHARITY (Reg No. 241285)
OPERATING IN SHALFORD & SURROUNDING AREAS

Position: Trustee
Term: 3 Years with an option of renewal

We are seeking enthusiastic and committed individuals to join our Board of Trustees working passionately to ensure that William Bendlowe Charity meets fully its Charitable Objectives for many more years to come:-

ROLE PURPOSE

As a Trustee, you will be responsible for the overall governance and strategic direction of the charity, ensuring it remains accountable and true to its objectives. You will work alongside fellow trustees to make informed decisions that benefit the community we serve and uphold the highest standards of integrity, transparency, and compliance with regulations set forth by the Charity Commission and the Information Commissioner's Office.

KEY RESPONSIBILITIES

1. Strategic Oversight

- Contribute to developing and implementing the charity's strategic direction and priorities.
- Ensure the charity adheres to its objectives and vision in all activities.

2. Governance and Oversight

- Ensure that the charity is managed effectively and in accordance with its Governing Documents and the principles set by the Charity Commission.
- Contribute to the development and implementation of the charity's strategic plan.
- Take responsibility for the financial health of the charity, ensuring appropriate financial controls and processes are in place.

3. Compliance with Regulations

- Maintain an understanding of the legal responsibilities of a trustee as outlined by the Charity Commission and the relevant regulations stipulated by the Information Commissioner's Office regarding data protection and privacy regulations.
- Ensure that the charity complies with all regulatory and statutory requirements, including safeguarding policies, health and safety regulations, and fundraising standards.

4. Fundraising and Financial Management

- Participate in fundraising activities, ensuring that the charity secures sufficient income to meet its objectives.
- Review and approve the budget, monitor income and expenditure, and ensure effective financial management practices are followed.

5. Risk Management

- Identify and monitor potential risks to the charity's operations and reputation and address these proactively.
- Ensure appropriate policies and procedures are in place to safeguard the charity's assets and beneficiaries.

6. Advocacy and Support

- Act as ambassador for the charity, promoting its work and building relationships within the community.
- Provide guidance and support to the staff and volunteers, fostering an inclusive and effective work environment.

7. Meeting Participation

- Attend board meetings as required and contribute to discussions and decision-making processes.
- Be prepared to review papers and reports ahead of meetings to ensure informed contributions.

8. Community Engagement

- Represent the charity within the community, building relationships and promoting awareness of the charity's work and objectives.
- Engage with stakeholders, beneficiaries, and members of the public to ensure that the charity's services meet the needs of the community.

9. Specific Duties

- To carry out specific duties as agreed and allocated

ESSENTIAL SKILLS AND EXPERIENCE

- A commitment to the Charitable Objectives of William Bendlowe Charity.
- Previous experience in a governance role, ideally within a charity or non-profit organisation, is desirable but not essential.
- Knowledge of charity law, governance, and regulations set by the Charity Commission.
- An understanding of financial statements and the ability to engage in financial oversight.
- Strong communication skills, both verbal and written, with the ability to engage effectively with a diverse range of stakeholders.
- A proactive approach to problem-solving and a willingness to contribute time and skills to support the Charity's Objectives.
- Ability to think strategically and work collectively as part of a team.

DESIRABLE ATTRIBUTES

- Previous trustee experience or involvement with other charities.
- Experience in areas such as finance, fundraising, marketing, or legal knowledge.
- Understanding of data protection principles and their application to charitable activities.

BENEFITS

- Contributing to making a meaningful and positive difference within the community
- Contributing to meaningful change within the community.
- Gaining experience and skills in trusteeship and governance.
- Networking opportunities within the charitable sector and local community.

APPLICATION PROCESS

If you are passionate about making a difference and meet the relevant criteria, we would love to hear from you. Please send your CV and a covering letter outlining your interest and suitability for the role to Alice Cox, Chair by 31st July 2025. We welcome applications from all walks of life and encourage diversity on our board.

CONCLUSION

Joining the Board of Trustees for William Bendlowe Charity provides an exciting opportunity to make a meaningful difference in the local community. As a Trustee, you will contribute to shaping our Charity's future, ensuring that we effectively serve our beneficiaries while maintaining the highest standards of Governance and Compliance.

We look forward to hearing from passionate individuals who share our commitment to William Bendlowe Charity and are ready to make a positive impact.