



ROLE DESCRIPTION

ROLE DETAILS

Title: Trustee

Responsible to: Harmeny Education Trust Limited Board

KEY RESPONSIBILITIES

Ensure that Harmeny Education Trust Limited has a clear vision, mission and strategic direction.

Be accountable, alongside other trustees, for the performance of Harmeny and its corporate governance.

Ensure that Harmeny complies with all legal and regulatory requirements.

Act as guardian for Harmeny's assets, both tangible and intangible, taking due care over their security, deployment and proper application.

Ensure that Harmeny meets its charitable and business objectives.

SPECIFIC EXAMPLE DUTIES

1. Act reasonably, prudently and collectively in all matters relating to Harmeny and always in its interests, ensuring that any risks are regularly reviewed and mitigated as far as possible.
2. Ensure that robust systems are in place in relation to the safe care and protection of children with complex additional support needs who receive Harmeny services.
3. Ensure that policies, procedures and practices are in place for the protection of staff, including in relation to their health, wellbeing and professional development.
4. Abide by the Code of Conduct for Trustees and comply with any other relevant legal responsibilities.
5. Appoint the Chief Executive, monitor and provide feedback on their performance, and make decisions on their terms and conditions of employment such as remuneration.
6. Work in partnership with the other Trustees, Chief Executive and Senior Management Team (SMT) in relation to the strategic direction of the organisation, ensuring that plans support the achievement of the organisation's charitable and business objectives.

7. Agree and implement methods to evaluate the organisation's progress against its objectives.
8. Prepare for and attend Board meetings as scheduled, ensuring that delegated authority is recorded in writing.
9. Ensure that Harmeny's income and property are applied for the purposes set out in the governing document and for no other purpose, and with complete fairness between persons who are properly qualified to benefit.
10. Maintain knowledge of all legal, regulatory and statutory requirements applicable to Harmeny, ensuring that such requirements are met.
11. Maintain familiarity with and regularly review the Articles and Objects that govern Harmeny, and its Governance Handbook, to ensure that it complies with its governing instruments.
12. Review policies and procedures where appropriate, including as part of any relevant sub-committee.
13. Oversee Harmeny's fundraising activities, in line with regulations and guidelines set out by the charities regulator (OSCR) and the Institute of Fundraising.
14. Ensure that Harmeny has satisfactory control systems and procedures in relation to its financial affairs, that monies are invested to the maximum benefit of the organisation and that such systems and procedures are evaluated to limit the potential for abuse.
15. Ensure that the permanent endowment is preserved and invested in such a way as to produce an appropriate income while at the same time safeguarding the real value of the capital.
16. Ensure that that intangible assets such as organisational knowledge and expertise, intellectual property, goodwill and reputation etc. are properly valued, used and safeguarded.
17. Provide advice and guidance to the Chief Executive and SMT.
18. Attend Harmeny-related events where appropriate and practicable, such as the Christmas show.

PERSON SPECIFICATION (GENERAL)

QUALIFICATIONS

A relevant professional qualification in your area of expertise (desirable).

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

1. Experience in a relevant field, as outlined in the advert.
2. Experience of critical thinking and demonstrating sound and independent judgement.
3. The ability to think creatively.
4. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
5. An understanding of the needs of children with complex additional support needs (desirable, as this can be gained if appointed).
6. The ability to act independently but also make decisions as part of a collective body.

PERSONAL CHARACTERISTICS

1. A commitment to promoting the interests of children with complex additional support needs.
2. A willingness to devote time and effort, including preparation for and attendance at meetings.
3. Emotional intelligence and a commitment to reflective practice.
4. A commitment to equality of opportunity.

BACKGROUND

You will not be eligible to act as a Trustee if you are:

- someone with an unspent conviction for dishonesty or an offence under the Charities and Trustee Investment (Scotland) Act 2005;
- an undischarged bankrupt;
- someone who has been removed from being a charity trustee; or
- a person removed from being concerned in the management or control of any body.

REVIEW

This document will be reviewed on an annual basis or as required.