

**Trustee Role Description and Person Specification**

**St Joseph’s Homes:**

Established in 2020 St Joseph’s Homes exists to purchase suitable homes for Adults with a Learning Disability. St Joseph’s Homes is a charity registered in Scotland, private limited company and is a subsidiary of St Joseph’s Services. St Joseph’s Services have supported people in Midlothian and Edinburgh since 1924, over recent years they have struggled to access suitable properties for the people that they support as there is a shortage of accessible accommodation. St Joseph’s Homes exists to ensure that adults with a Learning Disability are able to live in a property that meets their needs, we believe everyone should have a home.

**Role:**

To share the Board’s collective responsibility for the effective governance of St Joseph’s Homes, setting its strategic direction and major policies in accordance with the charities objects, vision, mission and Vincentian Values. To be fully engaged with the ethos of St Joseph’s Homes and support the development and future growth and sustainability of the organisation.

**Specific Duties:**

1. **Leadership and Strategic Direction**
   1. To ensure St Joseph’s Homes strategic direction, policies and objectives are clearly established and kept under review, maintaining effective communication with the Chief Executive.
   2. To discuss and approve the charity’s annual plan and budget, ensuring that these are formulated within a sound and viable financial framework.
   3. To establish a property portfolio that meets the needs of the people who live in the houses and remains sustainable financially viable.
   4. To consider the views of and listen to the people St Joseph’s Services supports when planning and setting strategic direction and activity.
   5. To bring fresh thinking and ideas to the Trustees discussion, enhancing the boards effectiveness and St Joseph’s ability to deliver its charitable Homes.
2. **Ensuring Policies and Procedures are in keeping with St Joseph’s aims and objectives**
   1. To ensure robust and comprehensive policies and procedures are in place which meet the charity objectives and safeguard the people living in the accommodation, staff and the organisation.
3. **Safeguarding Ethos and Values**
   1. Safeguarding and promotion of the Vincentian Ethos and the particular Vincentian Values of the organisation.
4. **Ensuring Best Practice**
   1. To fulfil the Trustee’s legal and financial responsibilities – ensuring risk and compliance is appropriately managed.
   2. To purchase suitable properties – based upon the needs of the people requiring accommodation.
   3. At all times to ensure the financial viability of any potential purchase.
   4. To ensure that any property is affordable for the tenants.
   5. To maintain partnership and good relations with the Chief Executive, staff members and the people we accommodate.
   6. To be an active member of the Board and as appropriate, any of its Sub-Committees and Working Groups
   7. To ensure St Joseph’s Homes complies with all appropriate regulatory and statutory bodies: Office of the Scottish Charity Regulator (OSCR) and Companies House.
   8. To monitor Health and Safety compliance, ensuring the properties are well maintained and meet all relevant statutory requirements ensuring staff members, volunteers and People we support live and work in a safe and healthy environment.

**Commitment:**

Four Trustee meetings are held annually. Trustees may also be asked to chair / sit on organisational sub-committees. An average time commitment of one day per month is expected.

Meetings are held in St Joseph’s Homes Head Office, Rosewell on a Wednesday between the hours of 3:30pm and 7:30pm (non-Covid-19 schedule).

Due to Covid-19 all Trustee meetings are being held via Video Call (Zoom) on a Wednesday between 1:30pm and 4:30pm.

**Remuneration:**

The position is unpaid; travel expenses will be reimbursed.

**Person Specification:**

* A commitment providing homes to Adults with a Learning Disability
* A knowledge or understanding of property
* A commitment to improving the lives of people with a Learning Disability.
* A strong commitment to the vision and mission of St Joseph’s Homes
* Support the upholding of St Joseph’s Homes Christian Principles and Vincentian Philosophy and Values.
* Ability to think and act strategically, using your expertise, skills and knowledge to help our own team deliver this growth.
* Good independent judgement and the ability to communicate effectively with others
* Ability to forge effective relationships with stakeholders internally and externally to further the organisations strategy.
* Knowledge / Experience of the Third Sector
* Ability to devote sufficient time to St Joseph’s Homes
* Willingness to attend events in support of St Joseph’s Homes
* An understanding and acceptance of the legal duties, liabilities and responsibilities of trusteeship.

*St Joseph’s Homes Charity registration Number (SC050125)*

*Company registered in Scotland (659936)*

*A member of St Joseph’s Services Charity registration (SCO45482) Company (SC500182)*