

What Does a Newark Trust Trustee Do?

Our Trustees play a massive part in making sure The Newark Trust does exactly what it set out to do: support the people of Inverclyde.

Think of the Board of Trustees as the guardians of the charity. Together, you'll help steer our direction, make sure our money is spent wisely, and support our Charity Manager to help the Trust grow and stay agile.

Being a Trustee is a team effort. This means all decisions are made collectively as a group, looking out for the best interests of the charity and our community.

Your Key Responsibilities

1. Looking at the Big Picture (The Strategy)

- **Champion our vision:** Help us stay focused on our top three priorities: fighting child poverty, supporting young people with additional support needs, and running our Community Places Fund.
- **Set the path:** Review and approve our plans and policies to make sure they are actually making a positive difference on the ground.
- **Keep an eye on the world:** Stay aware of what's changing in Inverclyde and the wider charity sector so we can adapt when needed.

2. Keeping Things Safe and Legal (The Governance)

- **Money matters:** Oversee our budgets and financial plans to ensure every pound is working hard for Inverclyde.
- **Manage risks:** Make sure we are regularly spotting, monitoring, and managing any risks to the charity.
- **Independent judgment:** Always act honestly and in good faith, keeping your personal interests separate from the charity's business.

3. Being an Active Member of the Team (The Day-to-Day)

- **Come prepared:** Show up to meetings ready to chat, share ideas, and ask good questions after looking over the papers beforehand.
- **Keep things moving:** Sometimes quick decisions are needed between formal meetings. We appreciate Trustees who can respond promptly to emails to keep our frontline team moving!
- **Know your role:** We value a healthy balance between the Board's job (setting the strategy) and our Charity Manager's job (running the daily operations).
- **Get involved:** Pitch in on short-term tasks or small working groups when your specific skills or background can help.

- **Safeguarding:** Because we fund projects helping children and vulnerable groups, all of our Trustees will need to join the PVG (Protecting Vulnerable Groups) Scheme during onboarding so you can safely visit our partner organisations.

What We Are Looking For

You don't need a background in business, law, or finance to be a great Trustee. We want people who bring energy, enthusiasm, and fresh perspectives.

Skills & Qualities:

- **A passion for Inverclyde:** You genuinely care about our towns, villages, and people.
- **A team player:** You can think creatively, listen to others, and work toward a shared goal.
- **Good communication:** You are happy to speak up, share your thoughts, and ask constructive questions.
- **Values-driven:** You care about fairness, diversity, and doing things for the right reasons.

Commitment & Details

- **Meetings:** We hold 6 meetings a year (roughly one every two months).
- **Where:** We alternate! One meeting will be online, and the next will be in person at McLaren Packaging Ltd in Port Glasgow. This keeps us connected but respects your time.
- **Visits:** We find it hugely important and insightful for Trustees to visit the charities, organisations and groups that we support to build relationships and to see the great work in action.
- **Extra Days:** We'll ask you to attend a welcome induction, occasional training, and our annual strategy day.
- **Working Groups:** From time to time, you might offer a little extra advice on a project where you have specific life or work experience.

This is a voluntary, unpaid role, but out-of-pocket expenses can be reclaimed.