



CHILDHOPE TRUSTEE PERSON SPECIFICATION

We believe every child has the right to a safe and secure childhood. ChildHope UK works with partner organisations in Africa, Asia and Latin America to support children who face the worst forms of injustice, violence and abuse

Role Description

The role of a ChildHope UK trustee is to ensure that ChildHope UK fulfils its duty to its beneficiaries and delivers on its vision, mission and values. A trustee is part of the Board that oversees governance and operations of the organisation, which is managed by an Executive Director and her staff.

Statutory Responsibilities:

1. To ensure that ChildHope complies with its governing document, charity law, company law and any other relevant legislation or regulations
2. To ensure that ChildHope pursues its objects as defined in its Memorandum & Articles of Association
3. To contribute actively to the Board's role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
4. To ensure the proper use and investment of the ChildHope UK's funds and the financial stability of the organisation
5. To undertake all duties invested in the position in a way that adds to public trust and confidence in ChildHope UK

Principal Duties:

1. Ensuring ChildHope UK complies with legislative and regulatory requirements, and acts within the confines of its Memorandum & Articles of Association and in furtherance to the organisational activities contained therein
2. Acting in the best interests of ChildHope UK, beneficiaries and future beneficiaries at all times
3. Promoting and developing ChildHope UK in order for it to grow and maintain its relevance to society for the public benefit

4. Maintaining sound financial management of ChildHope UK's resources, ensuring expenditure is in line with ChildHope UK's objects, investments are in accordance with investment policy, and activities meet accepted standards and practices
5. Ensuring the effective and efficient administration of ChildHope UK and its resources, striving for best practice in good governance
6. Maintaining absolute confidentiality concerning all sensitive/confidential information received in the course of trustee's responsibilities to ChildHope UK
7. Attending regular Board meetings, including relevant sub-committees and away days, reading relevant papers and being prepared to make a contribution
8. Supporting ChildHope UK's staff when requested, sharing expertise in appropriate ways
9. Being prepared to act as a spokesperson for ChildHope UK when asked by the Executive Director, and to work within an agreed brief
10. Holding the Executive Director accountable for the achievement of the organisations goals, and providing her/him with regular, constructive feedback on both management and overall achievement
11. Appointing the Executive Director when relevant, setting their terms and conditions and ensuring that the organisation and the appointee invests in ongoing professional development, and considers succession planning
12. Attending events as an ambassador for ChildHope UK, to network and promote the work of the organisation
13. Assisting with fundraising by speaking, networking and otherwise seeking donations in conjunction with staff and volunteers as appropriate
14. Ensuring ChildHope UK has satisfactory financial control systems and procedures, and to review the level of risk annually
15. Safeguarding ChildHope UK's reputation, and other intangible assets
16. Reflecting annually on the Board's performance and your own performance as a trustee
17. Adhering to the principle and practice of ChildHope UK's commitment to child protection and children's rights

Accountability

ChildHope is Registered Charity no 328434 and a Company limited by guarantee 2343358.

Trustees are severally and jointly responsible for the governance and operations of ChildHope UK. As such, trustees are principally accountable to the Charity Commission, Companies House and also, in varying degrees, to ChildHope's donors and beneficiaries, including both its overseas partners and the children they serve.

Trustee person specification:

1. Commitment to the aims and ethos of ChildHope UK
2. Acceptance of Nolan's seven principles of public office: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
3. Ability and willingness to devote the necessary time and effort to be an active trustee
4. Strategic vision
5. Sound, independent judgement
6. Ability to think creatively
7. Willingness to speak their mind
8. Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
9. Ability to work effectively and actively as a member of a team

Disclosure and Barring Service:

Because of the sensitive nature of information trustees may have access to, all individuals will be subject to a full Disclosure and Barring Service check. Guidance will be given on this process

Time commitment:

Attendance is expected at 4 Board meetings per year, currently scheduled at 3.30-6.30pm, and an annual Away day from 10.00am–5.00pm. Attendance is also expected at sub-committee meetings; all trustees are assigned to one of the three sub-committees.

Remuneration

The role of trustee is not accompanied by any financial remuneration. Reasonable expenses may be claimed

Location:

ChildHope UK is based at Development House, 56-64 Leonard Street, London EC2A 4LT; nearest underground station is Old Street (5 minutes' walk). However, ChildHope will move to Bethnal Green in London within 12 months, due to redevelopment of its current office home