



Trustee Job Description

Trustees are responsible under the governing documents of Hope English School for the governance of the charity. Management and administration are delegated to the CEO and staff of the organisation.

Trustees usually serve for a period of 3 years and then retire (but are eligible for re-election).

General duties of Trustees

The role of a Trustee is:

- to ensure that Hope English School complies with its governing document, charity law, company law and any other relevant legislation or regulations
- to ensure that Hope English School pursues its objective as defined in its governing documents, that is the education of asylum seekers, refugees and other vulnerable minorities
- to maintain proper financial assets and human resources oversight, ensure that proper financial controls exist, and ensure that Hope English School applies its resources exclusively in pursuance of its objectives
- to agree strategy including mission and vision, agreeing overall policy, defining goals and setting targets and, evaluating performance against agreed targets
- to ensure appropriate accountability within the organisation as a charity
- to provide appropriate support and guidance to the management team of the organisation in their leadership role
- to ensure that risks are properly recognised and mitigated
- to safeguard the good name and values of Hope English School
- to maintain effective board performance and ensure the effective and efficient administration of the charity
- to promote Hope English School and act in the best interests of the charity

In addition to being Trustees, appointees may be required to be Directors of a Company Limited by Guarantee. All trustees will be full voting Members of Hope English School.

In addition to the above statutory duties, each Trustee should use their specific skills, knowledge or experience to help the Board of Trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives, or other issues relevant to the area of Hope English School's work in which the Trustee has special expertise.

Time commitment

Trustees are expected to commit to attend Board meetings every term (3 x 2 hour meetings per year). You will also be required to read Board papers and when necessary respond to emails and meet with the leadership team in between meetings in order to provide *ad-hoc* advice as and when necessary.

Trustees are also expected to contribute their expertise to relevant Board working parties and sub-committees. Board members might occasionally represent Hope English School at events and attend additional meetings with staff and trustees.



Trustee Person Specification

Trustees should demonstrate the following experience, skills and understanding:

Experience and qualities

- Management or trustee/non-exec director experience in not-for-profit organisations, business, government or trades unions
- Strategic development and planning skills
- Understanding of minority ethnic communities and an ability to bring diverse perspectives to the Board
- Ideally candidates would also have experience in one or more of the following areas:
 - Lived experience of the asylum-seeking/refugee process, either in a frontline role or through direct personal experience
 - ESOL teaching and/or teacher training
 - Income generation, including through new business models and/or philanthropy
 - Strategic financial management and accounting
 - Organisational management and HR
 - An understanding of diversity and how excluded groups can be included in the organisations' decision making and strategic direction

Skills and personal qualities

- Strong communication and interpersonal skills
- Ability to work well as part of a team
- Analytical and problem-solving skills
- A willingness to challenge and question
- A strong commitment to championing human rights, equality and diversity
- The ability to make the necessary time commitment
- Ability to attend meetings in person in Sheffield
- A clear understanding of trustees' governance role and responsibilities
- Understanding of strategic financial management
- Understanding of the strategic challenges and opportunities faced by small to medium sized charities
- Understanding of good charitable governance and the role of Trustees

Trustee eligibility

A trustee is required to act reasonably and prudently in all matters relating to Hope English School. Trustees are required to declare potential conflicts of interest on an ongoing basis. There are rules which disqualify certain people from being a trustee of a charity. It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

You are automatically disqualified from acting as a charity trustee or senior manager if any of the following reasons apply to you:

- Unspent conviction for an offence involving dishonesty or deception
- Unspent conviction for specified terrorism offences
- Unspent conviction for a specified money laundering offence
- Unspent conviction for specified bribery offences
- Unspent conviction for the offence of contravening a Charity Commission Order or Direction



- Unspent conviction for offences of misconduct in public office, perjury, or preventing the course of justice
- Unspent convictions for aiding, attempting or abetting the above offences
- Being on the sex offenders register
- Unspent sanction for contempt of Court
- Disobeying a Commission Order
- Being a designated person (under specific anti-terrorist legislation)
- Being a person who has been removed from a relevant office • Director disqualification
- Insolvency