



## **The Role of Trustee**

### **Main Responsibilities**

A trustee is non-executive, his, her or their responsibilities are:

1) To serve on the governing body of Coffee4Craig. They have ultimate responsibility for directing the affairs of Coffee4Craig and ensuring that it is solvent, well run and delivering the strategic outcomes for the benefit of the Manchester homeless community for which it has been set up

2) To adhere to the specific statutory duties of a trustee (as spelt out in the Companies Act and by the Charities Commission) as set out below

3) To use their skills, knowledge and experience to help shape the development of Coffee4Craig and to reach sound decisions including:

- Acting as an Ambassador for Coffee4Craig and using their networks to promote the work of Coffee4Craig and, where appropriate identify opportunities for collaboration with external initiatives
- Giving strategic direction to the organization, setting overall policy, defining goals and setting targets and evaluating performance against targets
- Scrutinising board papers, leading discussions and focusing on key issues
- Providing guidance on new initiatives
- Working in partnership with other trustees and where appropriate members of Coffee4Craig staff
- Safeguarding the good name and values of Coffee4Craig
- Monitoring the performance of the Chief Executive and, where appropriate the senior team

### **Person Specification Essential skills and attributes**

- Integrity, strategic vision, good independent judgement and a willingness to speak his or her mind
- Commitment to Coffee4Craig and an empathy with, and commitment to, its vision and values
- An ability to work effectively as a member of a governance team and maintain constructive relationships with other trustees and members of staff
- An understanding of the voluntary and community sector in Manchester

**We are also ideally looking for candidates who can offer at least one of the following:**

- Having financial skills or qualification
- Knowledge of growing a charitable organisation
- Experience of developing and setting strategy / disrupting existing models
- Experience of fundraising / identifying new revenue streams

**Time commitment**

- The board meets at least six times per year. Meetings generally last 2 hours
- The trustees normally hold an annual 'strategy/learning/team building day'
- The Trustees will attend ad hoc events as appropriate to represent Coffee4Craig
- Board papers are usually issued one week in advance of a board meeting

This is a voluntary unpaid position; however, reasonable travel and subsistence expenses can be reimbursed.

The length of the appointment is three years with the possibility of extension to six years.

If you feel this role is for you, please apply in writing to [hendrix@coffee4craig.co.uk](mailto:hendrix@coffee4craig.co.uk) if you require an informal chat prior to application he can be contacted on 07543590330 during normal office hours.

On behalf of the chair of trustees,

Coffee4Craig