



## Example Trustee Role Description

**Who we are:** The XXX is a [charitable trust/heritage/faith charity/limited company/not for profit organisation]

### **Vision**

Well maintained and managed places of worship serving their communities for generations to come.

### **Our mission is:**

To support [Christian places of worship] helping them to stay open as public buildings for present and future generations to enjoy.

We do that by giving grants and by promoting the value of Christian places of worship for their architectural, historic and/or the valuable role played by them in enriching their local communities. [We run a major fundraising event, Ride+Stride for Churches, on the second Saturday of September each year.] We have members/Friends/subscribers and hold events. We advise places of worship and give them access to valuable information, resources and tools.

More specifically, our key objectives for the coming years are:

- To make a difference for our beneficiaries through grants, from our funds and sometimes in partnership with others [including the National Churches Trust], towards capital projects that help to keep faith buildings wind and watertight, conserve and repair contents and features of individual faith buildings; or towards projects that help faith buildings to widen use.
- To raise awareness among the public, encouraging them to visit, enjoy and support places of worship and assisting them in understanding and engaging with the heritage and social value of faith buildings.
- To develop successful fundraising campaigns including increasing participation and income from Ride+Stride for Churches.
- To provide access to quality information to raise knowledge and standards of faith building projects and management through promoting, facilitating and assisting the work of the National Churches Trust, which supports us, and the national network of local trusts of which we are part
- To support and encourage mutual cooperation and collaborative projects to help to support our mission and further the cause of our beneficiaries.

Since the original creation of the XXX in XXXX, to represent the interests of our beneficiaries in a changing environment, the charity became xxxx in xxxx. There are a number of key differences that have had and continue to have an impact on the work of XXXx. These include the changing nature of congregations climate and socio-economic factors. To help faith buildings today, we are looking to review our activities to assess how we might better serve our beneficiaries today and into the future.



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### **Our values:**

Our work will be guided and informed by our beliefs and commitments to:

[Value statement, e.g.,

- Participation - we value and recognise the contribution of volunteers within organisations and communities.
- Supporting appropriately – we listen to our beneficiaries and stay aware of issues and trends. We review our activities regularly and develop strategies and partnership opportunities to better help our beneficiaries.
- Cooperation and partnership - Our work is rooted in a spirit of cooperation and we affirm the value of acting in partnership with others. We are committed to a culture of teamwork and collaboration. We work with and for the churches, as well as with other faith and secular groups. We also engage with other key actors, including civil society, government and the private sector, in various ways and on various levels.
- Accountability and stewardship - We are accountable for how we use the resources entrusted to us, ensuring that our decision-making is open and transparent. We measure our impact and are always striving to improve our performance.

### **The Role:**

We are looking to recruit trustees to increase our Board and replace those standing down within the next xxx months. Trustees are expected to take an active 'hands on' role on a voluntary basis. The Board delegates responsibility for *[some of]* the administration and work of the trust to *[executive committees which are chaired by Board members]*.

Ideally you will have a keen interest in places of worship and you may already have relevant career experience in the charity sector or in fundraising, strategy and/or development. You may have a significant interest in the fields of heritage and/or faith. You will work with existing trustees to strive for excellence in achieving our mission and fulfilling our strategic aims.

X Board meetings are held each year (usually on Saturdays in central London). [In addition, there is an AGM and a General Meeting.] Trustees are requested to attend at least X of these meetings. The need to attend other meetings and events will depend on the specific role of each trustee. Much of the work of trustees takes place by phone and email, which enables decisions to be made speedily and avoids the number of meetings becoming burdensome.

The role of trustee is unremunerated; however, reasonable expenses are paid.

### **Person Specification**



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- We are keen to appoint individuals with experience of working with or as part of a committee.
- We would like to hear from those who believe they have valuable skills to offer.
- We are also looking for those with experience in the areas of fundraising, publicity, charity management and strategy.
- The right candidate may come from a business, educational, charity or other background.

You will demonstrate:

- A passion for our vision, mission and activities
- An understanding and acceptance of the legal duties, responsibilities and liabilities of being a trustee
- Good communication skills
- An ability to work effectively as both a leader and member of the Board.
  
- A strong commitment to our charitable cause and to the importance of this role

To apply please email your CV and a covering note or email stating why you would like to become a trustee of the XXXX, addressed to XXX (subject: Trustee Application) at XXXXXX or XXXXXX