

## Trustee Application Pack

Thank you for your interest in joining Jimmy's as a Trustee. We are a lively and committed board with a range of skills and experience and we would love to hear from applicants from a diverse range of backgrounds.

If you would like an informal discussion prior to making an application, please contact our Chair, Hannah Baldwin: [hannah19573@gmail.com](mailto:hannah19573@gmail.com)

Applications should be made by submitting a CV and covering letter to Lottie Pheasant, Clerk to the Board of Trustees: [lottie.pheasant@jimmyscambridge.org.uk](mailto:lottie.pheasant@jimmyscambridge.org.uk).

Please ensure we receive your applications by **Monday 3 June 2024**.

Successful candidates will be invited to a virtual interview during the **week commencing 3 June 2024**.

In-person interviews to take place **week commencing 12 June 2024**.

### Purpose of the role

To work in partnership, to contribute expertise and insight and to add value in the creation of strategy and policy to ensure the longer-term viability of the charity. To ensure that business decisions are made in the furtherance of Jimmy's strategic objectives, whilst ensuring that all the views and interests of the relevant stakeholders are represented at strategic level.

### All Trustees need to understand and commit to:

- The charity's culture and values
- The charity's strategic objectives
- The charity's commitment to its residents, volunteers, staff and the wider community in the pursuit of the relief of homelessness

### Duties

- To attend and actively participate in Board meetings, having prepared by reading the reports and minutes to previous meetings provided
- Attending meetings of the Board and any other Committees of which you are a member (unless there are pressing reasons to be absent)
- To contribute to and to share responsibility for decisions of the Board and any Working Group of which you are, from time to time, a member
- Participate in other meetings within and outside the charity as required
- To take part in activities and other ad-hoc meetings or trainings designed to improve your understanding of the Charity and its work to enhance Board performance

## **Responsibilities**

- To uphold and promote (internally and externally) the core policies, values, and objectives of Jimmy's
- To act in accordance with the Memorandum and Articles of Association
- To attend induction, complete training and attend performance review sessions on a timely manner
- To represent Jimmy's as appropriate
- To declare any relevant conflict of interest
- To respect confidentiality of information
- To uphold Jimmy's Code of Conduct

## **Tenure**

A tenure period for a Board member in any capacity at Jimmy's is of three years. A Trustee will be appointed for an initial period of three years. Each Trustee may be re-appointed to the Board for up to two more periods, subject to the agreement of the rest of the Board. The maximum tenure for a Trustee is nine years.

## **Competencies**

The key competencies for all Trustees are listed below. We realise that you may not possess all characteristics as a part-time volunteer but you should be aware of the necessary qualities that should be available to Board and enable other Trustees to contribute their skills to cover any gaps.

### **Applying specialist knowledge**

- To be able to apply specialist knowledge and experience in a range of contexts and to explain concepts and issues relating to specialist knowledge and experience to others.

### **Team-working**

- Supports the Board's aims and goals and respects the roles of others - inside and outside the Board.
- Challenges constructively and compromises when appropriate
- Does not let personal relationships interfere with fulfilling the Board's purpose
- Maintains an effective relationship with members of Jimmy's staff and consultants

### **Directing strategy**

- Takes a broad overview and sees the long-term implications and offers creative ideas or perspectives
- Contributes to planning, controlling and monitoring including spotting any relevant opportunities and managing risks.
- Contributes to setting and prioritising objectives
- Ensures diversity and equality issues are considered

### **Self-management**

- Prepares for meetings and clarifies points before the meeting as necessary
- Attends meetings and is punctual
- Governs - does not manage (avoids acting operationally)
- Shows enthusiasm and commitment to the Board's work
- Respects confidences
- Shows respect to other Trustees by communicating in a way that is inclusive and allows others to contribute

### **Ambassadorial**

- Attends events in addition to Board meetings
- Acts responsibly and appropriately
- Makes contact with people in and outside Jimmy's, through appropriate channels
- Is loyal and creates or maintains a good image of Jimmy's

### **Analysing and scrutinizing**

- Analyses data to determine key issues
- Explores the implications of a proposal or action
- Offers appropriate and relevant comparisons or parallels
- Keeps to the appropriate level of detail
- Considers social and commercial aspects
- Weighs up the pros and cons

You should also be aware of the other duties you undertake if you become a Trustee:

### **Duties under the Companies Act 2006**

As Jimmy's is a company limited by guarantee, Trustees are bound by the duties of Directors as stated in the Companies Act 2006. The Act places specific legal duties on company Directors and these are listed below:

- Duty to act within powers
- Duty to promote the success of the company
- Duty to exercise independent judgment

- Duty to exercise reasonable care, skill and diligence
- Duty to avoid conflicts of interest
- Duty not to accept benefits from third parties
- Duty to declare interest in proposed transaction or agreement

For more information, please refer to [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### **Duties under the Charities Act 2011**

As Jimmy's is also a registered charity, Trustees are bound by the duties of Trustees as stated in the Charities Act 2011 and prescribed by the Charity Commission.

Trustees must accept ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent, well-run and delivers the charitable outcomes for the benefit of the public for which it has been set up.

Trustees have six main duties:

- Ensure the charity carries out its purposes for the public benefit
- Ensure the charity complies with its governing document and with the law
- Act in what the Trustees believe to be the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable

For more information, please refer to [www.charitycommission.co.uk](http://www.charitycommission.co.uk)

All Trustees are required to undertake an enhanced DBS check.