

Job Description: Trustee

Accountable to: Chair of the Board

Hours: 2 hours per month (minimum)

Period of Contract: 3 Years

Job Purpose

Spring North is governed by a board of trustees, which comprises:

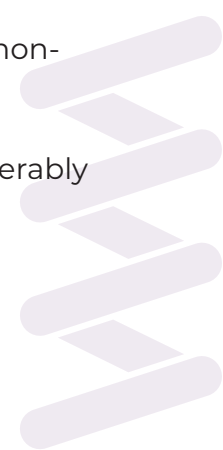
- the Chair
- the Vice Chair
- the Treasurer
- 4 Executive Trustees
- 3 Non-Executive Trustees

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity.

The trustee board must always act in the best interests of Spring North, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone they are responsible for. The trustee board must act as a group and not as individuals.

In addition to being a registered charity, Spring North is a company limited by guarantee, and Spring North's trustees are registered as directors at Companies House.

Spring North are particularly keen to receive applications from those with one or more of the following skills:

- Experience and understanding of how the corporate sector operates and how it can interlink with the consortium.
 - A legal background (preferably qualified and practising) with the ability to provide non-prejudice advice and guidance, from a legal perspective, as and when required.
 - A background in and understanding of, political influencing and lobbying with preferably an existing network of high level contacts.
 - A background in health equalities and inequalities across diverse populations and communities.
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- A background in, or experience of, Social Housing and issues faced by those with complex needs/vulnerability.
- A background in, or experience of, Finance and Accounting, addressing the challenges faced by organisations in navigating complex financial landscapes and ensuring compliance with regulatory standards.

Spring North also welcomes applications from high performing candidates who feel they offer other pertinent skills/experience not listed above.

In addition, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:

- leading discussions
- identifying key issues
- providing advice and guidance on new initiatives
- evaluating or offering advice on other areas in which the trustee has particular expertise.

This is a voluntary role and trustees receive no remuneration. Trustees are entitled to claim expenses in line with Spring North's expense policy for attendance at board meetings and other Spring North events necessary for the fulfilment the trustee's duties.

We hold board meetings 4 times a year. Board meetings are a mix of online and in person. In person meetings are at, or close to our offices in Blackburn, during office hours. New trustees will receive a full induction and should expect to allocate half a day for this.

Trustees are expected to attend all board meetings. Papers are distributed one week in advance of meetings.

- Trustees are invited to the AGM which takes place during the day in November.
- Trustees are encouraged to attend the Member Seminar meetings each quarter.



Person Specification

Each trustee must have:

- Demonstrable commitment to Spring North's mission, including a commitment to equity, diversity and inclusion
- Willingness to meet the minimum time requirement
- Integrity
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An understanding and acceptance of the legal duties and responsibilities of trusteeship
- An ability to work effectively as a member of a team and to take decisions for the good of Spring North

Please return the completed application information form along with your CV and a covering letter setting out in less than 500 words how you meet the criteria for the role by email to:

angela.allen@springnorth.org.uk

OR

Angela Allen,
Spring North,
1 Exchange Street,
Blackburn,
Lancashire,
BB1 7JN

If you would like to discuss in confidence the work of Spring North and the role of the trustees

