|  |
| --- |
| **Job title:**  Trustee of the Royal Navy and Royal Marines Charity |

|  |
| --- |
| **Role**  The RNRMC believes in a world in which sailors, marines and their families are valued and supported, for life. The charity is run by a Board of up to 15 Trustees drawn from serving personnel, former serving personnel and Trustees who have no direct Service experience. We are looking to recruit a new Trustee to work with colleagues on planning the Charity’s strategy and play a leading role in our funding decisions as we enter our next 5 year strategic plan period.  We have 750,000 beneficiaries. Approximately 30,000 wear a uniform today or are the families of those serving, but the majority are veterans and their families. We are seeking a Trustee with senior experience to augment the Board’s skill set in the Welfare arena, which may include the Health or Social care sectors. Experience will include evidence of understanding strategic prioritisation of need and policy creation in order to help the charity direct its resources appropriately through its grant making panels.  The right candidate will appreciate the principles of good governance, their practical application within the third sector and an understanding of the language and practical applications of Impact measurement. In addition, the desire to bring sound strategic insight to the broader work of the Charity and an empathy with the needs of our beneficiaries is essential.  This Trustee, as well as being a member of the main Board, will also be expected to Chair the Strategic Funding Committee and, preferably but subject to time commitment, also sit as a member of the Through Life Pathway grants committee. This committee allocates funding to charities that support our beneficiaries Through Life – see [www.rnrmc.org.uk](http://www.rnrmc.org.uk)  The anticipated minimum time requirement is:   * Board meetings – four times a year with one meeting typically incorporating an awayday overnight. 3 hours duration plus preparation time. * Strategic Funding Committee – three times a year. 2.5 hours plus Chair preparation. * [Through Life Pathway – 4 times per year – 2.5 hours]   This is a volunteer role with normal expenses reimbursed as required. |
| **Role Specification**  The ‘generic’ responsibilities of a RNRMC Trustee are in line with those established by the Charity Commission for all charities:   * ensure that the RNRMC complies at all times with its governing document, charity law, company law and any other relevant legislation or regulations; * ensure that the RNRMC pursues its objects as defined in its governing documents; * maintain proper financial control and ensure that the RNRMC applies its resources exclusively in pursuance of its objects. i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are; * set and maintain vision, mission and values; * develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets; * ensure accountability; * oversee employment procedures and respect the roles of staff/volunteers; * support the operational management of the RNRMC; * monitor the implementation of internal policies, which must include equality and diversity as well as health and safety policies together with grievance and disciplinary procedures; * ensure that risk assessments for all aspects of the business are carried out; * safeguard the reputation and values of the RNRMC; * maintain effective board performance and ensure the effective and efficient administration of the charity; * promote the RNRMC; * act in the best interests of the charity. As trustees act collectively, they should always support the decisions of the board.   In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience s/he has to help the Board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the trustee has special expertise. |
| **Person Specification**  The RNRMC interprets and synthesizes the responsibilities of its Trustees as follows:   * assume legal responsibility; * provide strategic direction; * ensure that the charity applies its resources in line with its charitable objects; * ensure that the RNRMC operates in an environment that is risk based, controlled and efficient; * ensure that the HR environment of the RNRMC is conducive to achieving the maximum benefit for, and from, its staff; * hire and performance manage the CEO.   **Experience**   * Operating at a senior level with a Welfare, Health or Social Care background. * Demonstrable evidence of successful delivery. * Sound strategic insight into the work of the charity sector * Understanding of need and the demonstration of Impact.   **Knowledge**   * Knowledge of the principles of good governance and their practical application within the sector   **Attributes**   * Empathy with the needs of the serving and ex-service community. * Independent judgement * An ability to think creatively and strategically with a willingness to speak their own mind. * Someone who brings skills and knowledge in a positive and engaging way. * Creative and challenging   **Disqualification:**  It should be noted that individuals cannot be trustees if they:   * have an unspent conviction for an offence involving deception or dishonesty; * are currently declared bankrupt, subject to bankruptcy restrictions or an interim order; * have an individual voluntary arrangement to pay off debts with creditors; * have previously been removed from trusteeship of a charity by the high court or the Charity Commissioners due to misconduct or mismanagement; * are under age 16. |