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## Role Description

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**Job Title:** Trustee (General)

**Reporting to:** Chair of Trustees

**Volunteer position:**

**Location of Green Corridor:** Main Road Nurseries, Stanwell Moor Road, TW19 6BS (Close to T5 Heathrow) site of board meetings

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## Background to Green Corridor

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Green Corridor is a medium sized, dynamic UK registered Charity, working to improve the lives of 16-25 year olds with SEN through our horticulture, catering and functional skills programmes. We have over fifteen years of experience developing and implementing projects across West London and surrounding counties to improve local communities and the green spaces that they rely on. We currently run a section 41 Post-16 provision with about 50 learners on roll.

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## Summary of the Role

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The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document for controlling the administration and management of the charity, collectively know as the Board of Trustees. Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of Green Corridor, and ensuring that it is solvent, well run and meeting its charitable purpose for which it has been set up.

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## Equality & Diversity

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Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

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## Safer Recruitment

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We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full

application form, and we will carry out pre-employment checks including references and an Enhanced DBS check for both Child and Adult workforces as part of this process.

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## Specific Duties and Responsibilities of the Role

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### All Green Corridor trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
- Ensure that the organisation complies with the Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Act in charity's best interests.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Act with reasonable care and skill
- Hold the chief executive to account for the management and administration of the charity.
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (individual members, member organisations, healthcare professionals, staff and associated personnel) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation defines its goals and evaluates performance against agreed targets. Trustee Job Description and Person Specification.
- Uphold the good name and values of the organisation.
- Ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation. Protect and manage the property of the organisation and ensure the proper investment of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.

- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the organisation acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the organisation.
- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

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## Finance Specific

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To oversee our budgets, providing advice, scrutiny and support to the charity. You will also be responsible for developing applications to trusts and foundations to help gain required funding.

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## Additional Information

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- The role will require the trustee to attend board meetings as required (normally quarterly, with an additional annual away day); attend and run specific committee groups as appropriate (depending on the specific areas of responsibility and oversight the trustee holds), and will be invited to attend functions such as the annual end of year celebration. This may require the trustee to attend events and meetings during flexible hours including occasional evenings.
- The role subject to enhanced DBS clearance for both Child and Adult workforce.

## Person Specification

Qualifications & Knowledge, Skills & Personal Attributes	Essential
Commitment to the charity	✓
Commitment to equal opportunities and the promotion of diversity	✓
A willingness to devote the necessary time and effort	✓
Strategic vision	✓
Good Independent judgement	✓
Excellent time management skills	✓
An ability to think creatively	✓
A willingness to speak their mind	✓
An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓
Ability to work effectively as a member of the team.	✓
An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner	✓
Ability to evaluate and interpret management information and other data/ evidence	✓
A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership	✓

Specific Skills and Experience	Essential
<p>Trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:</p> <ul style="list-style-type: none"> <li>• Education</li> <li>• SEN</li> <li>• Charity law and governance.</li> <li>• Charity fundraising.</li> <li>• Leadership or management of a medium to large organisation</li> <li>• Financial management.</li> <li>• Data analysis and/or research.</li> <li>• The management of change.</li> <li>• Monitoring and evaluating performance in the commercial and/or not for profit sector.</li> <li>• Recruitment and human resources expertise, including employment legislation.</li> <li>• Business development.</li> <li>• Risk management.</li> <li>• Marketing, media and PR.</li> <li>• Medicine or allied professions.</li> <li>• Business or intellectual property law.</li> </ul>	✓

