

Downright Excellent (DEx) role description – Trustee (safeguarding)

DEx's trustees have overall control of the charity and are responsible for making sure it's doing what it was set up to do, whilst the staff and volunteers carry out day to day operations. Trustees are the people who lead the charity and decide how it is run. Being a trustee means making decisions that will impact on our children and young people's lives.

As Trustee, you will use your skills and experience to support DEx, helping us achieve our aims. You will also learn new skills during your time on the Board.

Trustee Safeguarding lead responsibilities

Whilst trustees have collective responsibility for all matters, including safeguarding, the Trustee (safeguarding) is the main contact on the board for matters relating to child protection and safeguarding. The Safeguarding lead and the Deputy Safeguarding lead have responsibility for managing safeguarding on a day to day basis but will liaise with the Trustee Safeguarding lead to keep the informed of any issues and on-going investigations.

1. General responsibilities

Working with the other trustees and supported by our team to whom most operational tasks are delegated, you will:

- Ensure that DEx complies with its governing document, charity law, company law and any other relevant legislations or regulations
- Contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- Ensure that the organisation pursues its objects as defined in its governing document.
- Ensure the organisation applies its resources exclusively in pursuing its objectives
- Be collectively responsible for the actions of the organisation and other Trustees
- Ensure the financial stability of the organisation and the proper investment of the organisation's funds
- Ensure the effective and efficient administration of the organisation
- Protect and manage the property of the organisation
- Safeguard the good name and values of the organisation
- Participate in other tasks as they arise from time to time, such as interviewing new staff, helping with fundraising
- Declare any conflict of interest while carrying out the duties of a Trustee
- Attend meetings and read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Keep informed about the activities of the organisation and wider issues which affect its work.
- Appoint the chief executive officer and monitor her/his performance.

DEx Trustee - personal and professional qualities and experience

- Experience of best practice in relation to safeguarding and child protection, or demonstrable enthusiasm to learn quickly, with support
- Strong leadership skills - not just content to do the day job - thinking wider about the whole organisation and possibilities/links
- Proactive, entrepreneurial, coming up with ideas around improvement and development
- Willingness to devote the necessary time and effort
- A willingness to be contacted on an ad hoc basis.
- Good, independent judgement
- Good communication and interpersonal skills
- Ability to ensure decisions are taken and followed-up.
- Willingness to speak their mind and join in discussions
- Ability to work effectively as a member of a team

DEx aims to uphold Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Time Commitment: The role of Trustee requires an estimated commitment of **10 hours per month**