

Role Profile: Trustee

Role purpose: Trustees are responsible, as part of a collective Board, for the overall governance and strategic direction of the SCIO, developing sparqs aims, objectives and goals in accordance with constitution, legal and regulatory guidelines.

The Trustee Role

Trustees have equal status and voting rights and are jointly and individually responsible for the following.

1. **Overall purpose** - The board of Trustees are responsible for the overall governance and strategic direction of the SCIO, developing sparqs aims, objectives and goals in accordance with constitution, legal and regulatory guidelines.

All Trustees must adhere to the Charity Act (Scotland) 2005. In particular trustees must avoid a situation in which they have an interest of duty which conflicts or possibly may conflict with the interests of the SCIO. They must at all times act in the interests of the SCIO and operate in a manner consistent with the SCIO purposes. Trustees must act with due care and diligence.

2. **Good governance** - Trustees will ensure highest possible standards of governance, regularly reviewing governance structures policies and practices relating to the operation of the board, members, subcommittees and responsibilities of staff. They are expected to adhere to the [Nolan Principles](#) of public life.

The trustees will ensure it reviews the boards own practices and performance regularly and take active steps to address development issues

3. **Strategic direction** - Trustees will ensure that sparqs has a clear vision, mission and strategic direction in line with its charitable purposes and is focussed on achieving these. Trustees will work with the director to ensure the drawing up and scrutiny of a range of documents and processes to deliver strategic direction including strategic and operational plans

4. Values and Culture – Trustees will ensure that sparqs has clear values and approaches underpinning its work and that it has processes in place to ensure that these are understood, shared and influence its work, outcomes and impact.

5. Performance management - Trustees are responsible for the recruitment, management and accountability of the director. Through the chair of the trustee board they will ensure the director receives regular feedback on performance in managing the SCIO and in meeting their objectives.

Trustees will monitor and review sparqs performance against strategic objectives and stakeholder satisfaction ensuring relevant reporting to funders and stakeholders and development of policies and strategies to address arising issues.

6. Compliance - Trustees must ensure sparqs complies with all legal and regulatory requirements, taking professional advice as appropriate.

7. Management of assets - Trustees will ensure there are appropriate policies and practices in place to ensure sound financial management, stability and accountability and ensure all resources are used effectively to achieve the SCIO's charitable purposes.

Trustees will ensure that major risks are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.

Trustees will ensure that intangible assets such as organisational knowledge and expertise, intellectual property, sparqs brand, good name and reputation are recognised, used and safeguarded.

8. Contribute knowledge and expertise - Trustees will contribute specific knowledge and expertise to help the board reach decisions. They will help source further expertise and support the board to reach collective decisions utilising a range of information.

Person specification		
Experience, knowledge, skills and attributes	Essential	Desirable
Commitment and enthusiasm to the work of sparqs in terms of a student-led approach, role of student engagement in quality enhancement and value of partnership approaches.	X	
Commitment to the positive value of diversity, promoting equality and challenging discrimination and willingness to play an active role in creating an environment that promotes these values.	X	
Commitment to giving the necessary time and attention to the role of Trustee.	X	
Ability to think strategically and to focus on the whole picture.	X	
Ability to make and express independent judgements.	X	
Ability to form positive and productive relationships with fellow Board members, Director, staff team and partners.	X	
Adherence to the Nolan principles of public life – selflessness, integrity, accountability, openness, honesty and leadership.	X	
Understanding of the role of Trustee including legal responsibilities.	X	
Ability to maintain confidentiality and handle sensitive information effectively.	X	
Technical knowledge to assist management and other Trustees e.g. legal, finance expertise, human resources, marketing etc.		X
Understanding of post 16 education sector.		X
Understanding of approaches to engaging learners- or other service users-in measuring and enhancing the quality of services.		X
Experience of evaluating performance demonstrating impact of funded programmes in a non-profit organisation.		X

Other requirements:

We are unable to consider applications from individuals who would be disqualified from being a trustee by the Companies Act or Charities Act including anyone who has been convicted of a crime of deception or dishonesty unless the conviction is spent.

What we expect of you

Trustee board meetings currently take place 4 times a year. Board meetings last approximately 2.5hrs. Once a year this meeting is extended with the AGM involving members which also lasts approximately 2.5 hrs. Video conferencing facilities are available which allow Trustees to attend virtually although Trustees are encouraged to attend in person where possible.

Board meetings currently take place within the normal working day. We recognise flexibility can aid participation from a wider diversity of people and would make changes to facilitate diverse needs.

Trustees are expected to play an active role in board meetings scrutinising board papers, leading discussions, focussing on key issues and providing advice and guidance.

Between meeting we may need Trustees to review documents and respond to emails asking for approval for certain courses of action.

Some Trustees are requested to act as signatories.

Occasionally we may ask Trustees to be involved in other activities such as recruitment, disciplinary and complaints and short-lived working groups.

We are likely to be shortly undertaking the development of a new strategic plan and this may require further attendance at planning days etc.

Occasionally we may ask Trustees to represent sparqs at functions and meetings.

None of our current members spend more than 5hrs a month on Trustee business

What you can expect from us

- The post is a voluntary one and there is no salary or allowance payable. Expenses will be reimbursed in line with our volunteer expenses policy.
- We will provide training and support to develop your understanding of the trustee role.
- We will value the skills and experience you bring and ensure we utilise them effectively while respecting the volunteer nature of your role

Term of Office

Trustees are appointed for an initial term of 4 years. Trustees are eligible for re appointment for a second and final term not exceeding 4 years.