



Trustee Role Description (Voluntary)

Shiloh is a Rotherham based charity that offers support to adults who are homeless or at risk of becoming homeless. Founded in 1992, our caring team of staff and volunteers work with partner organisations to provide meaningful opportunities that help bring about positive change in the lives of our guests. From our Support Centre in Masbrough, we offer housing advice, education & training, creative activities and support for health and addictions. We also offer practical support including a healthy breakfast & lunch, laundry services, hairdressing, clothing and bedding.

Shiloh (pronounced *Shy/low*) is named after a town in the Bible, which was referred to as somewhere people could go to for refuge. We offer a safe place where people will be accepted and supported throughout their time with us. We believe this – that Jesus cared for the poor – and we want to do the same.

Role Purpose

To utilise your personal skills, experience and knowledge - helping to lead and support Shiloh in its provision of its services.

To be an active and contributing member of the board at all levels. Ensure organisational compliance in all areas of legislation, policy and procedure, using personal skills and experience to help the board of trustees in reaching structured and sound decisions.

Responsibilities:

Governance

1. To be an active board member, helping to give the organisation strategic direction.
2. To actively contribute at board meetings and help to monitor the implementation of decisions taken at meetings.
3. Contribute to the setting of policy, objectives and adherence to, thereafter.
4. Help facilitate change and manage conflict.
5. Ensure the financial stability of the organisation and ensure sound risk management.
6. To appoint independent auditors and approve audited accounts
7. Ensure the organisation complies with its governing document, charity law and other relevant regulations.

Leadership

8. Raise the public profile of the organisation.
9. To provide leadership that supports volunteers & staff to manage periods of change or difficulty
10. To represent Shiloh as necessary and promote the reputation of the organisation
11. To develop and approve the organisation's charity mission, vision and values



12. To regularly assess the environment and develop the organisation's business strategy

Strategy

13. To review and agree any major changes to the organisation
14. To agree the annual organisational plan implementing the business strategy

Performance Management

15. To monitor and assess the organisation's results in relation to the agreed strategy, budget and business plan
16. To agree alternative action to remedy shortfalls in performance

Risk management

17. To maintain a robust overview of the principal risks facing the charity
18. To exercise scrutiny over the charity's risk management systems

Time Commitment

- Trustee Board Meetings are held monthly on a mutually convenient evening from 6:30– 8:30 at Shiloh offices.
- There are also occasional evening strategy meetings and an annual AGM which trustees should attend if possible.
- Communication between meetings takes place via email, and occasional telephone conferences.

To arrange an informal visit, please contact either Judy Dalton, Chair of Trustees
Judy.dalton@shilohrotherham.org.uk

or Steve Wylie, Project Manager
Steve.wylie@shilohrotherham.org.uk

Tel 01709 559504

PERSON SPECIFICATION

Essential	Desirable
<p>Key Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to offer creative strategic direction • Good communication skills across all levels • Excellent planning and organisational abilities • A team player, respecting different views and able to work with Board colleagues and management • Able to build strong relationships and champion Shiloh 	<ul style="list-style-type: none"> • A creative and innovative approach in the role of trustee, balanced by a sound professional track record
<p>Knowledge and Understanding</p> <ul style="list-style-type: none"> • Understanding of the voluntary Sector • An understanding of the role of a trustee and acceptance of the legal duties, responsibilities and liabilities of trusteeship • Understanding of governance • Knowledge or experience of committee procedures 	<p>Significant experience in at least one of the following areas:</p> <ul style="list-style-type: none"> • Legal Governance • Leadership and Management • Social Care & Health • Financial Management • Human Resources • Fundraising • Communications and Marketing • Managing change and organisational development • Estates and Support Services • Experience of giving direction to board policy-making • Social Care & Health Sector knowledge
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Commitment to the organisation and willingness to devote the required time and effort • Good listener, open to others' views and welcomes feedback on own contribution. • A problem-solving 'can-do' approach • A willingness to uphold the principles of public service: selflessness; integrity; objectivity; accountability; openness; honesty; leadership 	<ul style="list-style-type: none"> • Flexibility • A willingness to multitask and diversify into new areas • Experience and knowledge of Community and Voluntary Sector