



Volunteer Trustee Role Description

Time Commitment:

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

Expenses: Reimbursement for travel and out of pocket expenses

Shiloh Rotherham

Shiloh is a charity that offers support to adults who are homeless or at risk of homelessness. Our team of staff and volunteers work with partners to provide a non-residential day service 3 days a week. We offer a safe place where our guests will be accepted and supported throughout their time with us. We work alongside every guest of Shiloh, to help them to plan for and realise a better future. Our services include: Advice & Support, Catering & Practical Support, Employment & Skills and Creative Activities.

Our vision is for everyone to have a safe place to call home and have the opportunity to live independently with a good quality of life.

Founded in 1992 on Christian beliefs, the values of the Christian faith are at the heart of what we do. The name 'Shiloh' comes from the Bible where it is referred to as a place of refuge. We believe that Jesus cared for those in need, and we want to do the same. Our support is open to everyone regardless of their beliefs.

The Voluntary Role

Shiloh is a small but growing charity with ambitious plans for the future expansion of its services. To help us grow, we are looking for experienced people to join our board of trustees. The Board is responsible for setting the strategy and policies for Shiloh and guides and supports the Chief Executive and their staff.



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

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

or Steve Wylie, Chief Executive
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>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
<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