



ROLE DESCRIPTION

Role title: Trustee
Responsible to: Chair of the Board
Place of Work: 10 Eastbourne Terrace, Paddington, London, W2 6LG.
£ Expenses only

Main purpose of the role

1. Under charity law, the Board of Trustees is ultimately responsible for the governance of the Football Foundation (the Foundation) charity and for directing how it is managed and run. Accordingly, the Trustees must work collectively to ensure that the Foundation operates effectively and efficiently. They must ensure that the money provided by the Foundation's Funding Partners is spent appropriately in realising the charity's aims and objectives, and that the Foundation complies with charity law and other relevant legislation.

Roles and responsibilities of a Trustee

2. **Maintaining vision, mission and values:** The Board of Trustees has a very significant responsibility to ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these. Trustees must work in partnership with the Chair, Chief Executive, and other senior staff, to ensure that operational plans and budgets support the vision, mission and strategy of the Foundation and to hold them to account for the delivery of those plans.
3. **Performance management:** Trustees must make sure that the Foundation measures its impact and progress towards its strategic objectives. They are required to ensure that there are quality and service standards for major areas of delivery and that these are met, and they must regularly examine and scrutinise the Foundation's performance reports.
4. **Creating policies and guidelines to govern activity:** The Board of Trustees must ensure that there is an appropriate governance structure in place for the size and complexity of the Foundation. Policies and/or processes must be in place for reporting and decision-making e.g. the Foundation's scheme of delegation, and minute-taking. Trustees should make sure that they are familiar with and maintain compliance with all guidelines provided.
5. **Ensuring accountability and compliance:** Assuming overall legal and fiduciary responsibility for the Foundation's work and taking care that the charity is complying with its legal, statutory and regulatory responsibilities. This means becoming familiar with the responsibilities of a charity Trustee and maintaining knowledge of charity law and best practice in charity governance.
6. **Maintaining proper financial oversight and asset management:** Responsibility to ensure that the Foundation's financial obligations are met and that there are adequate financial controls in place:



- Ensure that the Foundation's resources are managed responsibly so it can meet its charitable purpose. This includes monitoring spend; approving the annual financial statement, budget, reports and accounts; and seeking to minimise risk appropriately.
 - Act prudently in all matters relating to the Foundation and always in the interest of the charity.
 - Ensure that intangible assets such as organizational knowledge and expertise, intellectual property and the Foundation's brand, good name and reputation are recognised and safeguarded.
7. **Risk management:** Ensure that major risks to the Foundation are identified and reviewed, and that systems are in place to mitigate or minimise these risks.
8. **Maintaining effective Board performance:** Responsible for ensuring that meetings remain productive and constructive. This includes reading relevant material provided prior to Board meetings and contributing to a high standard of deliberation, consensus-building and decision-making within the Board.
9. **Participating in events and activities and promoting the Foundation and its work:** Willingness to undertake activities outside of Board meetings at the request of the Chair or CEO. This may include representing the Foundation at a facility opening event or giving support to senior staff on specific issues.
10. Trustees are also expected to undertake duties as can be reasonably expected to ensure the smooth running and efficiency of the Foundation and the Board.

Additional information

11. As a voluntary position, the role is non-remunerated; however, Trustees may claim reasonable out-of-pocket expenses incurred as a result of carrying out their role.



TRUSTEE PERSON SPECIFICATION

1. Football Foundation Trustees are expected to demonstrate all the following personal competencies and the capacity to apply these to the direction of a mid-sized organisation:
 - Empathy with the vision, mission and aims of the Football Foundation and a way of working that demonstrates this. Ability to communicate this enthusiasm to others;
 - Ability to think and apply knowledge strategically;
 - Ability to analyse and evaluate management information and other evidence;
 - Ability to communicate clearly and sensitively and to take an active part in discussions;
 - Willingness to express their own opinion in a reasoned way, while also listening to the views of others;
 - Ability to challenge constructively and ask questions appropriately;
 - Ability to exercise sound and independent judgement;
 - A proven track record of effective, independent, decision making;
 - Willingness to work effectively as part of a team that makes collective strategic decisions and to accept collective responsibility for decision making;
 - Ability to manage difficult and/or challenging situations;
 - Ability to maintain confidentiality on confidential and/or sensitive information; and
 - Personal credibility, with an ability to act as an ambassador for the Foundation with a variety of stakeholders.

Skills and experience

2. The knowledge, skills and experience in the following list are relevant to the Foundation's main areas of activity. They are represented across the charity's Executive and staff, who apply them at an operational level.
3. It is desirable for Trustees to have knowledge and understanding of some of these areas to enable the Board to collectively cover all operational activity of the Foundation, contribute well informed views and to challenge appropriately with an informed and constructive approach. Overall, a willingness to work together as part of a Board committed to helping the Foundation achieve its aims is critical.



Specialist experience – desirable

- Strategic planning, strategic framework and systems.
 - Financial management and accounting
 - Funders and fundraising.
 - Business development.
 - Equal opportunities and discrimination.
 - Community development.
 - Policy and research.
 - Marketing
 - PR, networking, campaigning.
 - Legal (charity, company, employment, property, or H&S).
 - Monitoring and evaluation/insight.
 - Health, welfare and disability.
 - Performance management.
 - Digital development
 - Networks/alliances/partnerships.
 - Social/political environment.
 - Governance and regulation.
 - Education and training.
 - Corporate Social Responsibility (CSR).
4. Property/asset management experience is welcomed, but not essential.
5. The Foundation recognise that Trustees can contribute to the charity in a range of ways. The Foundation's objective is to have a governing Board with different skills, backgrounds, experiences and perspectives that creates a diverse body of knowledge.

Sector experience – essential

6. All Trustees are expected to have a working knowledge and a genuine interest in the charitable sector, as well as an interest in sports and an understanding of the inter-relationships between Sports Governing Bodies in the UK.

Commitment

7. Trustees must understand and accept the duties, responsibilities and liabilities of being a charity Trustee.
8. The Board meet four times a year and Trustees are expected to be available for all these meetings. As well as these scheduled meetings, other contact – usually by email or telephone – may be necessary.
9. There must be a willingness from all Trustees to give at least the minimum time commitment required for the role, both during and between Board meetings.
10. Trustees must always carry out their duties and responsibilities in compliance with Foundation policies and legal and statutory guidelines.