



JOB DESCRIPTION

Trustee – Operational and Governance Lead

Job Title:	Trustee – Operational Lead and Governance Lead
Location:	The Trustee will operate remotely from their own location
Linked to:	Chair of Trustees All Trustees Communications lead Volunteers Donors Fundraising focus groups Corporate sponsors and promoters Independent Accountant Bankers Legal Advisors
Term of Office	Three years (extended to five maximum with support of executive)
Appointment	This is an unpaid voluntary role

Role Summary

Pectus Matters is seeking an Operational and Governance Lead with experience of leadership and preferably with experience of Charity work and organization, to ensure that the charity runs smoothly and in compliance with the relevant regulations.

Main duties and responsibilities

- Under this role sit the following:
- Governance and oversight of policies
- Compliance with GDPR
- Registration and compliance with the Charity Commission and other relevant bodies (fundraising regulator, DBS (Disclosure and Barring Service), insurance, Health and Safety Executive)
- Overseeing software renewals (Microsoft, Wix, GoDaddy)



- Monitoring training needs
- Acting as Secretary to the Trustee Board, preparing Agendas in liaison with the Chair and ensuring minutes of all Trustee and sub-committee meetings are prepared and retained.
- Assisting and advising in the creation of the Charity's structure and strategy.

Governance

- To ensure the Board is aware of its financial duties and responsibilities and the need to comply with all legislation.
- To ensure compliance with the charity's governing document regarding financial operations.
- To ensure that all financial policies, procedures and the appointment of external financial advisors are reviewed on a regular basis.
- To ensure that the Board's scheme of delegation is reviewed on a regular basis.
- To ensure proper accounting records are maintained.
- To chair or be a member of appropriate Board Committees.

General responsibilities of a Trustee

In addition to the responsibilities outlined above, the Operational Lead as a Trustee has the following general responsibilities:

- Contribute actively to the Board of Trustees' role in giving strategic direction to the charity, setting overall strategy and policy, setting targets and evaluating performance against agreed targets
- Ensure the financial stability of the organisation and the proper investment of the Charity's funds
- Ensure the Charity applies its resources exclusively in pursuing its objectives.
- Ensure effective and efficient administration.
- Safeguard the good name and values of the Charity with ethical conduct.
- Declare any conflict of interest while carrying out the duties of a Trustee.
- Be collectively responsible for the actions of the Charity and other Trustees.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising and structural decisions.
- Attend meetings and subcommittee meetings as appropriate and read papers in preparation for the meeting.
- Remain informed about the activities of the charity and wider issues which affect its work.
- Exercise their power in good faith to further the purpose of the CIO within reasonable skill with regard to knowledge and experience



Expectations of Jobholder

- Develop and maintain effective working relationships with other professionals.
- To participate in the performance and development review process
- Taking personal responsibility for identification of learning, development and training opportunities in discussion with Chair and, Trustees.
- Review and develop own professional practice.
- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Keep up-to-date with current developments and legislation and best practice in respect of Charities.
- Be aware of and comply with Charity policies as well as individual charity policies and procedures.
- Be committed to safeguarding and managing associated risks.
- Ensure that the equality, diversity, and inclusion policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information.
- Comply with and promote Health and Safety policies and procedures and to undertake recommended mandatory training as and when necessary.
- Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- Undertake such other duties as are commensurate with the grade of the post.

Work Demands

- Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.
- Periods of concentration will be involved to ensure compliance documents are accurate and produced to a high standard.
- Ensure that strict confidentiality is maintained at all times.
- Requirement for attendance at evening meetings and occasional weekends.

Working Conditions



- Remote role but may involve voluntarily on site meetings and / or support to events / fundraising activities
- The role may involve dealing with challenging situations which can require conflict resolution.

Supervision and Work planning

- Meet regularly with Chair/CEO and/or Members Trustees, as appropriate, to discuss work priorities.
- The post holder will be expected to plan their own work and the work of others, balancing the priorities of different work streams.
- Work flows from Chair/CEO and is generated within the general routine.
- Specialist advice and support will be made available for more complex areas of work.

Supervisory responsibility

The post holder may be required to supervise sub-groups of volunteers, this level of supervision may fluctuate prior to, and during events and planned activities.

Safeguarding Responsibilities

This role may involve working directly with the public, vulnerable adults and children, and applies to our beneficiaries, Trustees, staff, volunteers, and those who come into contact with our charity via our fundraising work.

The Trustees of Pectus Matters are expected to promote an open, honest, safe culture where people feel confident and heard when reporting safeguarding concerns. These should be escalated to the relevant agencies in adherence with the regulatory and risk framework set out by GOV.UK (a 2022) <https://www.gov.uk/government/publications/risk-framework-charity-commission>.

The Trustees are expected to be familiar with and comply with the Charity's Safeguarding Policy.

Skills/Qualifications/Vetting

You will be expected to undergo a full Disclosure and Barring Service (DBS) check ahead of formal appointment as a trustee.



Person Specification

Job Title: Trustee and Operational Lead

Assessment Criteria	Essential	Desirable
Qualifications	A good general standard of education.	Higher qualification
Work related experience and associated vocational training	Experience of organisational governance. Experience in working as part of a team. Experience of leadership	Experience of charity work and Charity Organisation. Experience of influencing senior stakeholders and decision makers/Ability to present to large groups of people/Powerpoint
Personal		Experience of the Pectus Condition through either personal, professional, family or friends.
Job related skills	IT literate Excellent attention to detail, highly organised and efficient with an eye for detail Excellent written and oral communication skills	Experience of UK charity accounting and reporting requirements.



<p>Personal skills</p>	<p>Ability to, work under pressure, unsupervised.</p> <p>Good interpersonal and team skills.</p> <p>Good communicator.</p> <p>Ability to explain Governance to individuals with little or no knowledge.</p> <p>Flexibility with working pattern to ensure attendance at all meetings.</p> <p>Reliable and hardworking</p> <p>Excellent interpersonal skills with a professional and helpful manner</p> <p>Commitment to continuous learning/training in relation to educational guidance/legislation</p> <p>Commitment to maintain the strict confidentiality of discussions</p> <p>Ability to use own initiative and managing workload</p> <p>Able to be flexible to accommodate requirements of role</p>	
<p>Equality</p>	<p>An understanding, acceptance, and commitment to the fundamental principles of equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	



Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promotes the safety and well-being of children and young people.	
Other	Must be able to work at times convenient to the governing bodies, including evening meetings. Must be able to arrange own transport to meetings	