



## Project 17

St Joseph's Hospice  
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Charity no: 1152621

### Project 17 role description and person specification

<u>Title of Role:</u>	Trustee
<u>Location:</u>	Working from home with occasional meetings at Project 17's offices at St Joseph's Hospice, Mare St, Hackney E8 4SA. Board meetings take place every 3 months and currently alternate between in person and online meetings.
<u>Responsible to:</u>	Working closely with the Chair and other trustees
<u>Responsible for:</u>	To work with the Board of Trustees to provide oversight and strategic direction to Project 17
<u>Salary:</u>	Voluntary
<u>Hours:</u>	Around ½ day per month, including meetings
<u>Term:</u>	Trustee terms are for two years but trustees can stand for re-election

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### Summary

Project 17 works to end destitution among migrant children. It works with families experiencing exceptional poverty to improve their access to local authority support. We believe that all children have the right to a home and enough to eat, regardless of immigration status. To achieve our vision, we provide advice, advocacy and support for individuals. We build capacity in other organisations and we campaign for the improved implementation of statutory support.

As Project 17 prepares to launch its new strategy, we are looking for a new Trustee with experience of charity management and governance to help the organisation take forward its new strategy. We are looking for a passionate, committed individual who has either been the Director/Chief Executive of, or Senior Manager in, an organisation, or has previously been a Chair of Trustees. They will have experience of management, HR and wider governance issues and will ensure the organisation continues to be well-run and supports the well-being of its staff

### Specific Responsibilities

- Ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document to ensure the organisation applies its resources exclusively in pursuance of its objectives

- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation.
- Set overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Take collective responsibility for the actions of the organisation and other Trustees.
- Ensure the effective and efficient administration and financial stability of the organisation.
- Attend meetings, reading all relevant papers in advance, and use relevant knowledge or experience to provide advice and guidance and help the Board to reach sound decisions.
- Participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising.
- Keep informed about the activities of the organisation and wider issues which affect its work.

## **Person Specification**

### **Essential**

- Experience of charity management and governance.
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrable commitment to the values and ethos of Project 17
- Personal and professional integrity
- Ability to commit time to conduct the role well, including attending meetings and events outside of normal office hours
- Strategic vision and good, independent judgement
- Strong interpersonal and relationship building abilities

### **Desirable**

- Knowledge and experience of charity fundraising and finance practices.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies.

### **Term of office**

A Trustee's term is two years, following which they may be re-elected for a further one or two term(s).

### **Time requirement**

The role will require a time commitment of around ½ day per month, on average, with more time required in some months than others. This will include planned quarterly board meetings of approximately 2 hours, held either online or in London, and occasional sub-committee or ad hoc meetings or discussions by email.

### **Remuneration**

Project 17 is a small charitable, not-for-profit organisation. Trustee and chair roles are not remunerated. Reasonable expenses for travel and childcare can be paid. We are committed to recruiting and sustaining a diverse Board.