



HRSO
Hillingdon Refugee
Support Organisation

Supporting and empowering young people

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Volunteer Role Description

Trustee

About the role:

To ensure, with the other trustees, that the charity acts in accordance with its constitution and to manage its activities in furtherance of the objects set down in that constitution.

All Trustees will undergo a period of induction, aimed at familiarizing them with the work of the Charity and their role as Trustees.

The role of Trustee is an unpaid voluntary position. Expenses incurred whilst volunteering can be claimed.

Summary of the responsibilities of all Trustees

Collective:

- Ensuring the charity operates lawfully, complying with charity law, company law and other relevant aspects of the general law.
- Setting the strategy and undertaking the strategic management of the charity.
- Ensuring that the charity complies with its Memorandum and Articles of Association and all applicable legislation and regulations.
- Ensuring that the charity pursues its objects as defined in the Memorandum and Articles of Association.
- Ensuring that the charity applies its resources exclusively in pursuance of its objects.
- Ensuring the financial stability of the charity.
- Ensuring proper accounting records are kept.
- Ensuring the effective and efficient administration of the charity.
- Protecting and managing the property of the charity.

- Ensuring the proper investment of the charity's funds.
- Approving the charity's policies.
- Safeguarding the good name and ethos of the charity.

Individual:

- Attend meetings of trustees
- Attend training to enhance knowledge. The cost will be covered by HRSO.
- Act as a champion for the charity, young people and youth services in a range of settings.
- Play an active part in the trustees' meetings and deliberations.
- Exercise due care and attention and using reasonable skill in dealing with the charity's affairs.
- Use own skills, knowledge and experience to help the trustees reach sound decisions.
- Ensure personal knowledge and understanding of the work of the charity, its staff and key stakeholders.
- Take the lead in any trustees' activities where the trustee has special knowledge and where appropriate acting as a champion.

Skills, knowledge, experience and qualities required

Knowledge, understanding and experience:

As well as having knowledge and understanding of good governance potential trustees should currently be or have experience of one or more of the following:

- Front line delivery of youth work.
- The voluntary sector.
- Integrated youth service management.
- Fundraising.
- Marketing, communications and, PR.
- HR or Personnel Management.
- Business/industry.
- Issues affecting refugees and asylum seekers.
- Community development/urban regeneration.
- Commissioning of public services.
- Health.
- Education and training.
- Quality standards, performance management, quality assurance.
- Youth justice.
- Finance.
- Housing.

Personal attributes and attitudes:

Trustees should:

- Like young people
- Be good listeners
- Have effective communication skills
- Be both professional and passionate
- Be tolerant of the views and opinions of others but not be afraid to offer positive challenge

Trustees should have a commitment to:

- Pursuing the best interests of young people
- The value of youth work and informal education
- Equal opportunities and anti-discriminatory practice

Time Commitment:

Trustees should be in a position to commit a minimum of 6 days per annum to the role including reading of relevant papers, attendance at meetings and occasionally representing the charity externally.

Note:

The charity is registered as charity and a limited company. It is registered as Hillingdon Refugee Support Organisation (HRSO) although it trades as Hillingdon Refugee Support Group (HRSO). Every trustee is also a director of the company and has legal responsibilities and potential liabilities in each capacity. Full details of these are not included in this role description but will be sent to applicants invited for interview.

Find out more.

Please [contact us](#) if you would like to find out more.

Please [click here](#) to apply for the role