

Role Description for a Trustee of Commonweal Housing

About Commonweal

Commonweal Housing is a registered charity (Reg. No:1113331) which creates and supports pilot housing projects as a way of demonstrating new ways of tackling social injustices. We work in partnership with organisations that have experience in providing bespoke support to vulnerable and disadvantaged people. Our role is to provide the housing and financial support to test new projects. To date we have allocated around £10million.

We additionally aim is to capture the learning from our pilot projects, to encourage others to replicate the projects throughout the UK and to lobby for change in public policy and operational practice in order to eradicate injustices.

Activity supported has included a project that enables women leaving prison to be reunited with their families; support for young adult carers; for former sex workers; women fleeing domestic violence; those trapped in the asylum and immigration system with no recourse to public funds and new models of providing supportive shared housing for different client groups.

Time Commitment

There will be a commitment of attending 4, 2-hour Board meetings a year (currently held between 10-12 am) plus a further ½ day Strategic Away Day session during the autumn.

Commonweal has a small but effective staff team who deliver the day to day operations enabling Trustees to focus on the key areas of strategy and governance oversight.

About the role

Following a review of the skills and experience currently represented on the Board, the Trustees of Commonweal now wish to recruit an additional Trustee to join the Board expanding further the skill base.

To further the organisation, keeping within its charitable objectives, working with other Trustees, the Chief Executive and the staff to set, monitor and deliver the vision and objectives of the organisation.

Main tasks

- To take part in formulating and regularly reviewing the strategic aims of the organisation.
- To oversee the delivery of strategic and business plans by the Chief Executive and staff team
- To ensure that the policy and practices of the organisation are in keeping with its aims.
- To ensure that the organisation functions within the legal and financial requirements of a charitable organisation and strives at all times to achieve best practice.

Main duties

1. Formulating strategic aims:

Reflect the organisation's vision and principles, strategy and major policies at all times.

- Contribute specific skills, interests and contacts and support the organisation in fundraising activities.
- Meet on a one to one basis or in smaller groups with the Chief Executive on occasions outside of regular Board meeting

2. Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the trustees.
- Attend meetings of the trustees.
- Reflect the trustees' policies on all its committees, sub-committees or groups.

3. Ensuring best practice

- Be an active member of the trustee body in exercising its responsibilities and functions.
- Maintain good relations with the Chief Executive and other staff.
- Take part in training sessions provided for the benefit of the trustees.
- Fulfil such other duties and assignments as may be required from time to time by the trustee body.

Person Specification

This sets out the qualities, skills and experience needed to be a Trustee of Commonweal.

Each Trustee is expected to have:

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| <ul style="list-style-type: none">• A commitment to the Charity• A willingness and ability to devote the necessary time and effort to performing the role to a high standard• A strategic vision• Good independent judgement• An ability to think creatively,• A willingness to speak his / her mind• An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship. | <ul style="list-style-type: none">• An ability to work effectively as a member of a team• A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership [for further details go to http://www.public-standards.gov.uk/] |
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In addition the Board have identified the following key areas, skills and experiences needed collectively amongst Trustees to support the work of Commonweal and provide appropriate support and Governance control:

Understanding of our Operating Environment:

- Voluntary sector
- Public Sector
- Housing and development finance
- Social / political environment
- Equal opportunities and diversity
- Governance & regulation

Key Management / Oversight areas:

- Strategic planning
- Project management
- Change management

- Strategic financial management
- Funders and fundraising
- Marketing
- PR, networking, campaigning
- Monitoring & evaluation
- Quality assurance systems
- Employment law and practice
- Conflict resolution
- Policy and research
- Housing policy
- Supported housing
- Networks and forums
- Partnership working