Wood Street Mission is a registered Charity and it is incorporated under the Company’s Act as a company limited by guarantee.

The guarantee of each member is limited to £10 per Trustee, who are the same as the voting members of the charitable company and is payable in the event of the Charity being wound up and being unable to meet its debts and liabilities. Wood Street Mission is overseen by a Board of Trustees, which meets approximately six times a year to review the operational activities undertaken by the office staff.

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| Remuneration: | The role of Trustee is not accompanied by any financial remuneration, although reasonable expenses may be claimed if accompanied by receipts. |
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| Location: | In person at Wood Street Mission |
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| Time Commitment: | Meetings take place on the second Wednesday of every other month at 4pm and usually last no more than two hours. |

Wood Street Mission is a children’s charity helping children and families living on a low income in Manchester and Salford and began in Manchester in 1869.

Its charitable object is the relief of families who are in need, hardship or distress, in particular those resident in Manchester and Salford.

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| Job Description |
| The Trustees of Wood Street Mission are collectively responsible for the governance and strategic direction of Wood Street Mission, and for developing its aims and objectives in accordance with the governing documents and legal and regulatory guidelines.They are also collectively the custodians of the Charity’s assets; its reputation and all that the Charity stands for. In so doing, the Trustees require the Manager of the Wood Street Mission to report on a regular basis how the Charity is performing against its Strategy and Business Plan. The Manager is accountable to the Board of Trustees.In summary, the role of a Trustee is to ensure that Wood Street Mission fulfils its duty to its beneficiaries.  |
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| **The statutory duties of a Trustee are to:*** ensure the charity complies with its governing document, company law, charity law and any other relevant legislation and regulations.
* ensure that the Charity applies its resources exclusively in pursuance of its objectives through a clear vision, appropriate mission, strategic direction and good governance.
* contribute actively to the Board of Trustees' role in giving firm strategic direction to the charity, setting overall policy, defining goals and setting objectives and evaluating performance against agreed objectives.
* safeguard the good name and values of Wood Street Mission.
* ensure the effective and efficient administration of Wood Street Mission including having appropriate policies and procedures in place.
* ensure the financial stability of Wood Street Mission as well as acting as acting as guardians of all the charity's assets in their security, deployment and application.
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| As well as the various statutory duties, any Trustee should make full use of any of their specific skills, knowledge or experience to help the Wood Street Mission Board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the Trustee has specific expertise.  |
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| Person Specification |
| Individuals are sought who have a strong empathy with the charitable objectives of Wood Street Mission. Experience, skills, and expertise in working with people in poverty combined with an in-depth understanding of our work and ambitions are particularly sought. The Board of Trustees is jointly and severally responsible for the overall governance and strategic direction of this Charity.All Trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Trustees in any particular aspect of the governance of the Charity. |

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| Experience: |
| * Lived experience
 |  | X |
| * A proven track record of sound judgement and effective decision making.
 | X |  |
| * A history of impartiality, fairness and the ability to respect confidences.
 | X |  |
| * A track record of commitment to promoting equality and diversity.
 | X |  |
| * Successful experience of operating within a board in a charitable, public sector or commercial organisation.
 |  | X |
| * Demonstrable experience in building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
 |  | X |
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| Knowledge, skills and understanding: |
| * Commitment to the organisation and a willingness to devote the necessary time and effort
 | X |  |
| * Prepared to make unpopular recommendations to the Board and a willingness to speak your mind
 | X |  |
| * Willingness to be available to the staff of Wood Street Mission for advice and enquiries on an ad hoc basis
 | X |  |
| * Good, independent judgement and strategic skills
 | X |  |
| * An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship
 | X |  |
| * An ability to work effectively as a member of a team being respectful of other people’s viewpoints
 | X |  |
| * An understanding of the respective roles of the Chair and Trustees
 |  | X |
| * Be able to act reasonably and responsibly when undertaking Trustee duties
 | X |  |
| * To be committed to learning and developing skills within the role, and in support of fellow Trustees; undertaking training as and when required
 | X |  |

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| Minimum Time Commitment |
| * Trustees are expected to attend an induction session with the Chair and Manager before their first board meeting.
* Trustees are expected to attend all Board meetings.
* Trustee meetings are held on the second Wednesday, every two months, and typically commence at 4:00pm
* Trustee meetings last approximately 2 hours and take place at Wood Street Mission, off Deansgate, Manchester.
* Trustees must read in advance and prepare from reports and papers shared before each meeting. All papers will be sent out electronically.
* In addition, from time to time, sub-committees may be formed where necessary to ensure that we complete all Governance issues.

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