Role description - trustee

Being a trustee of the Nationwide Foundation will require you to:

* Work with fellow trustees to shape, drive and monitor the Foundation’s strategy
* Prepare for and participate fully in board meetings
* Promote the work of the Foundation externally
* Act reasonably in decision-making and leadership of the organisation
* Ensure the proper management and administration of the charity
* Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decisions by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or on other issues where you have expertise
* Review funding applications, agree the awarding of funds and have oversight of the progress of funded projects
* Participate in sub-committees
* Manage risks with a considered, proportionate and balanced approach
* Support the Foundation’s chief executive
* Ensure that the Foundation’s values and the principles of good grant-making practice are upheld in the delivery of its objectives

The statutory duties of a trustee:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document
* To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
* To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the organisation
* To ensure the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
* To ensure the financial stability of the organisation
* To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds
* To follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

Person specification - trustee

Essential

We are seeking a trustee who:

* Is committed to the organisation and has sufficient time and willingness to contribute effectively to board proceedings
* Has an understanding of strategy development
* Is able to work effectively as a member of a team
* Is willing to speak up and can remain independent of any influence from another organisation or individual
* Has a reasonable level of understanding about the legal, financial, audit and regulatory requirements of a charity
* Is able to make quick and sound decisions based on an analysis of information presented to them
* Is aware of developments in the voluntary sector and areas of interest to the Foundation
* Has a passion for the charitable sector and social change, and an understanding of theory of change
* Can manage risks with a balanced and informed approach
* Is committed to the Nolan principles of public life: selflessness, integrity, objectivity accountability, openness, honesty and leadership

Desirable

We would like our new trustee to have strong skills, experience or knowledge of at least one of the following areas:

* Housing sector, particularly housing policy and practice in relation to people in need\*
* Grant-making (i.e. from a grant-making background, similar to the grant-making approach that we use)
* Monitoring and evaluation of social change
* Effective methods for influencing social change
* Managing relationships between charitable and non-charitable organisations

\* We have two board vacancies, and we require at least one of the new appointments to have housing sector knowledge.

Diversity

The Nationwide Foundation aims to have a board that represents a diverse range of backgrounds and perspectives, but we have some work to do to achieve this. We would really like to increase the diversity on our board in the following areas:

* Ethnicity
* Socio-economic background
* Non-senior management
* Understanding of the lived experience of housing need
* Based outside of Greater London
* The public and private sectors (in relation to housing)

Terms and conditions of appointment

Time commitment

Board meetings are usually held four times a year. In addition, there is one annual away-day and also board sub-committees, which meet two or three time per year (in person or remotely). Papers for meetings are circulated five working days in advance.

Outside of board and committee meetings, trustees are asked to represent the Foundation at events and champion the work of the Foundation to their contacts and networks. In addition, staff sometimes consult with trustees on particular subjects and there are opportunities for trustees to attend project visits, meetings and events related to the funding strategy.

Trustees will spend around three to four days per quarter on Foundation business.

Location

The Nationwide Foundation’s office is based in Swindon. Meetings usually take place in Swindon or London. However, once a year a meeting takes place at the location of a funded project elsewhere in the UK.

Trustees may be required or invited to undertake some UK travel to visit projects we fund and attend events on behalf of the Foundation.

Remuneration

This role is offered on a voluntary basis. All travel and subsistence expenses relating to Foundation trustee duties and responsibilities will be reimbursed in full, up to the limits set out in our expenses policy.

Length of appointment

Trustees are appointed for a three-year term and can serve a maximum of three terms (maximum of nine years).