

Person Specification

Role title: Trustee

Key Requirements:				
		Essential	Desirable	How Identified (Declaration Form, Interview,)
Personal skills and abilities <i>(All Trustees must have the following essential personal skills and abilities)</i>	A real commitment to Stepping Stone Projects, its purpose and its mission	E		I
	Integrity and honesty	E		I
	An understanding and acceptance of the legal duties, responsibilities and liabilities associated with being a Trustee	E		I
	A willingness to devote the necessary time and effort to the role of Trustee	E		I
	Strategic vision	E		I
	Sound, independent judgement	E		I
	An ability to think creatively	E		I
	A willingness to speak their mind	E		I
	An ability to work as part of a diverse team of Trustees	E		I
Areas of Expertise <i>(The Board of Trustees will need skills in various areas of expertise so it would be expected that Trustees would have experience in some of the following desirable areas).</i>	Setting targets, monitoring and evaluating performance and programmes in commercial and not for profit organisations.		D	DF / I
	Charity governance		D	I
	Housing management or housing related support and/or care		D	DF / I
	Dealing with local authority commissioning agents		D	DF/I
	Financial management		D	DF/I
	Legal matters		D	DF/I
	Fundraising		D	DF/I
	Human resource management		D	DF/I
	Employment law		D	DF/I
	Training and development		D	DF/I
	Marketing / PR		D	DF/I
	Information technology		D	DF/I
	Tender and bid submissions		D	DF/I
	Safeguarding requirements		D	DF/I
	Health and safety requirements		D	DF/I

Key Requirements:				
		Essential	Desirable	How Identified (Declaration Form, Interview,)
	Welfare rights and benefits systems		D	DF/I
Special Conditions	Monthly evening Board meetings	E		I
	Quarterly sub-committee meetings	E		I
	Annual Board away day (usually in October)	E		I
	Occasional attendance at events, functions, panel hearings, interviews etc.	E		I