Job Description & Person Specification

Post Title:	Trustee
Responsible to:	Chair of Trustees
Purpose:	To hold legal responsibility for the administration and management of Rockinghorse.
Location:	Rockinghorse is based in central Brighton. Our work is across Sussex. Board meetings are held in various locations in Brighton, including at the Royal Alexandra Children's Hospital.
Commitment:	The Board of Trustees meet four times a year (including the AGM). All Trustees are expected to attend at least three of these meetings annually and any subcommittee meetings where Trustees are a member of a subcommittee.
Remuneration:	This is a voluntary position, but reasonable expenses will be reimbursed.

About Rockinghorse Children's Charity

Rockinghorse Children's Charity supports sick and disabled children across Sussex. We support babies, children and young people, along with their families, at The Royal Alexandra Children's Hospital and The Trevor Mann Baby Unit in Brighton and all of the specialist children's wards and baby units throughout Sussex.

We deliver and fund projects that enable doctors and nurses to do more. All of projects are led by the needs of children and young people and their families – the lifesaving medical equipment, the support for parents and families, the toys for children spending time in hospitals across Sussex, the environments and spaces that help children feel more at home when they are in hospital and additional staff to make sure children get the best possible care when they are unwell.

Originally set up in 1967 by Dr Trevor Mann, we have been supporting children for more than 55 years, and in that time, we have supported nearly a million children and their families. As the official fundraising arm of the Royal Alexandra Children's Hospital, including the Trevor Mann Baby Unit, we work with the NHS, charity partners and the Sussex community to ensure children can be children no matter now sick they are.

We do not receive any government, statutory or local authority funding and so we rely on the generous support of individuals, community groups, companies and trusts: people like you, who care about children and want Sussex to be a safe place for children to grow up.

For more information, news and events: https://www.rockinghorse.org.uk/.

About the role

The Charities Act 2011 defines charity trustees as the people responsible under the charity's governing document (Memorandum and Articles of Association) for controlling the administration and management of the charity.

Within Rockinghorse Children's Charity they are known collectively as the Board of Trustees.

Under charity law, the Board of Trustees holds the ultimate responsibility for Rockinghorse Children's Charity, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up.

This document defines the key responsibilities of the trustees and provides clarity on the personal skills and experience required to successfully fulfil the role.

Associated documents

This job description and person specification should be read alongside the following documents and policies, all of which are available in hard copy format from Rockinghorse Children's Charity:

- Memorandum and Articles of Association.

- Scheme of Delegation.
- Terms of Reference for Subcommittees.
- Board of Trustees Code of Conduct.
- JD of Chair of Trustees.

Duties of the role

Delivery of Charitable Objectives

- Ensure that Rockinghorse Children's Charity pursues its stated charitable objects as defined in the Memorandum and Articles of Association.
- Establish a clear vision, set of values and strategy for the charity.
- Ensure that the views of stakeholders (beneficiaries, supporters, healthcare professionals, staff and associated personnel) are regularly sought and considered.
- Regularly review of the external environment for changes that might affect Rockinghorse Children's Charity.

Charity & Legal Compliance

- Ensure that Rockinghorse Children's Charity complies with the Memorandum and Articles of Association, charity law, company law and any other relevant legislation or regulations.
- Ensure that Rockinghorse Children's Charity applies its resources exclusively in pursuance of its charitable objects.
- Ensure that Rockinghorse Children's Charity defines its goals and evaluates performance against agreed targets.
- Ensure Rockinghorse Children's Charity acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to Rockinghorse Children's Charity are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
- Procure external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure the financial stability of Rockinghorse Children's Charity.
- Protect and manage any property or assets of Rockinghorse Children's Charity and ensure the proper investment of its funds.

Operational Management

- Review operational plans and budgets of the charity support the vision and strategy.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive.
- Hold the Chief Executive to account for the management and administration of the charity.
- Ensure the effective and efficient administration of Rockinghorse Children's Charity, including having appropriate policies and procedures in place.

Charity Governance

- Ensure that Rockinghorse Children's Charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of is its stakeholders.
- Ensure that the Board of Trustees regularly reviews the governance structure and its own performance against the Charity Governance Code (https://www.charitygovernancecode.org/en/front-page).
- Ensure that the Board of Trustees regularly reviews its own performance, skills gaps and training needs and creates an expectation of continuous professional development throughout the organisation.
- Maintains adequate, accurate and honest records of the Board's discussions, decisions and actions.

Manage Reputation and Individual Behaviour

- Uphold the good name and values of Rockinghorse Children's Charity at all times.
- Ensure that Board of Trustees have an agreed Code of Conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

Advocacy and Representation

- Act as an ambassador for Rockinghorse Children's Charity, promoting its mission, values and work in the community.
- Represent the charity at events, meetings and engagement activities with stakeholders.
- Leverage your networks and connections to identify collaborative opportunities and strategic partnerships that can enhance the charity's impact.

Person specification

Essential experience, skills and knowledge for the role:

- A commitment to Rockinghorse's work and values.
- A willingness to devote the necessary time and effort into being a Trustee for the charity.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do).
- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- An ability to work effectively as a member of the team.
- An ability to manage the governance and strategic leadership of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership (https://www.gov.uk/government/publications/the-7-principles-of-public-life).

Desirable experience, skills and knowledge:

All Rockinghorse Children's Charity trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Medicine or allied professions.
- Lived experience of paediatric medicine.
- Charity law and governance.
- Charity fundraising.
- Leadership or management of complex organisations.
- Financial management.
- Data analysis and/or research.
- Monitoring and evaluating in the commercial and/or not for profit sector.
- Human resources expertise, including employment legislation.
- Business development.
- Risk management.
- Marketing, media and PR.
- Business or intellectual property law.

Appointment and resignation

Trustees will be elected, securing individuals with skills and experiences in professional fields as required.

Rockinghorse Children's Charity's Board of Trustees comprises of no less than five members and no more than 15 members as per the Memorandum and Articles of Association and is led by the Chair of Trustees.

All trustees' terms of office are for three years, and trustees are able to serve multiple terms of office, as per the Memorandum and Articles of Association. Re-election of terms occur at the Annual General Meeting (AGM) for all members.

When trustees are approaching the end of their term of office or anticipate that they will need to resign their positions mid-term, there is a general expectation that they shall provide no less than three calendar months' notice. Whilst it is recognised that there may be occasions where this is not possible, Rockinghorse Children's Charity requires as much notice as possible for succession plans to be actioned and trustees' best efforts in this regard are much appreciated.