



Bethel Health and Healing Network

Trustee job description

Job title: Board Trustee

Direct report to: Chair of the board

Bethel has a strong sense of the Christian faith as the bedrock of our values and mission. At its heart, Bethel is about people and relationships. The Bethel approach takes inspiration from both Christian tradition and the universal values of love, respect and valuing one another to deliver person-centred services that place the service user at the heart of the experience.

Trustee role summary

Trustees share overall responsibility for the governance and strategic direction of the charity. They set the mission, values, aims, objectives, and goals in accordance with the charity's governing document, legal and regulatory guidelines. As members of the Board they are required to commit to working to the highest standards of integrity and governance.

Trustees develop strategy to achieve the organisation's objectives, monitoring viability, communicating outcomes, and ensuring the availability of resources.

They further need to ensure conformity to governance, whilst ensuring best practice.

There is a requirement for the board of trustees to scrutinise the delivery and performance of management in meeting agreed objectives and to provide support and advice accordingly.

It is important that trustees operate within Bethel's values: Compassion, Fairness, Empowerment, Integrity, Partnership; and are in sympathy with the Christian ethos of the project.

Main Responsibilities

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests





- Manage the charity's resources responsibly
- Ensure the charity's accountability
- Act with reasonable care and skill
- Develop and promote best practice in terms of governance
- Actively ensure and promote equality for all involved with the organisation.

Main Duties

- Take individual and collective responsibility for the strategic direction, achievements, and viability of the Charity.
- Ensure that the charity complies with legislative and regulatory requirements and acts in accordance with its governing document.
- Assist and influence the Board to develop proposals for long term strategies for the charity.
- Safeguard and promote the values and mission of the charity. Act as an ambassador.
- Ensure that the charity promotes and adheres to equality of opportunity, diversity, and human rights in the treatment of all connected to or supporting the charity.
- Monitor and scrutinise the performance of management in meeting agreed objectives and goals. Provide support and guidance where required.
- Determine the overall direction and development of the charity through clear strategic planning and business planning.
- Uphold the fiduciary duty invested in the trustee position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- Actively attend board meetings and constructively debate developments pertaining to the development of the organisation.
- Promote and develop the charity so that it meets its commitment to service users, stake holders and the community that it serves.





- Ensure and uphold the highest standards of probity as aligned to the 7 Nolan Principles namely selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Maintain sound financial management of the charity's resources, ensuring expenditure is in line with the organisation's objects, that investment activities meet accepted standards, that effective internal controls and risk management procedures are in place.
- Ensure that a fully effective and appropriate system is in place for the recruitment, appointment and monitoring of the work and activities of the CEO and where applicable other members of the senior management team.
- Ensure the effective and efficient administration of the charity and its resources, striving for best practice in good governance.

Person Specification and attributes

- **Focus**

Demonstrate a high level of commitment, empathy and understanding of the aims, objectives and Christian ethos of Bethel Health and Healing Network.

Experience or knowledge of social services and health structures and regulations.

A willingness to devote the necessary time and effort as required.

- **Strategic vision**

The ability to think creatively, plan-ahead and contribute to oversight and governance of the organisation.

Participate fully and positively to debate on the strategic development of the Charity and any other significant issues relevant to the organisation.

Demonstrate senior level strategic management experience.

- **Effective communication skills**

The ability to gain support and articulate constructive thought processes.

The ability to exercise sound, independent judgement with qualitative reasoning.





The ability to challenge constructively and the willingness to stand by collective decisions

A willingness to speak out and to apply experience and skills constructively.

A skilled negotiator with experience in participating and supporting team meetings.

- **Team player**

The ability to work effectively as a member of a team while contributing an independent perspective.

Willingness to accept accountability for Board performance

The ability to analyse and evaluate management information and contribute to presenting the findings accurately.

Bethel Health and Healing Network is particularly interested in candidates who have one or more of the following:

- Experience as company secretary of a charitable organisation.
- Experience or knowledge of HR issues and employment law.
- Experience at senior level of financial management.
- Strategic management experience within a commercial or third sector organisation.
- Experience as a trustee in a similarly-sized organisation.
- Experience in the implementation of best practice in governance and of obtaining a quality standard (eg Trusted Charity).
- Knowledge of health and social care related issues, including an understanding of inequalities in health.
- Experience or knowledge of fundraising for or in a third sector organisation.
- Knowledge or senior level experience of public policy formulation.



BETHEL HEALTH AND HEALING NETWORK



- A professional qualification or significant practitioner experience in areas of relevance such as finance, performance management, charity law, health or social service provision.
- A legal qualification or experience in law.
- Knowledge of marketing and digital/IT systems.
- Experience of working with, or in, diverse communities and of supporting, or advocating for, marginalised people.

Time commitment and location

- There is a requirement for 2/3 days per month to allow for board meetings, sub-committee meetings, external stakeholder events or to prepare and collate board documents, as necessary.
- Most meetings will be face-to-face but others by Zoom, Teams etc.
- Some additional phone/email contact may be required between meetings.

Location

196-198 Edward Road, Balsall Heath. Birmingham, B12 9LX

Remuneration

This position is not remunerated but reasonable out of pocket expenses incurred fulfilling the duties of the role will be reimbursed.

Bethel Health and Healing Network is proud to be an equal opportunities employer.

