

Role Title	Trustee
Reporting Line	Board and Executive Team
Location of role	Worthing with regular travel to sites across West Sussex

Role Purpose

The role of a Trustee at Turning Tides is vital in shaping the strategic direction and ensuring the Organisation fulfils its mission to combat homelessness. Trustees collaborate to oversee governance, compliance with charity law, and the effective use of resources to achieve Turning Tides' objectives. They act as ambassadors, advocating for the Organisation and engaging with stakeholders to inspire support. Trustees also contribute to policy development, evaluate organisational performance, and provide oversight on financial stability and asset management. Through active involvement in Board meetings, sub-committees, and project visits, Trustees help foster an inclusive and empowering environment, ensuring Turning Tides continues to make a meaningful impact in the community.

Key Responsibilities

Governance and Compliance

- Ensure compliance with the Memorandum and Articles of Association, charity law, and relevant regulations.
- Approve necessary official documents.
- Ensure activities and expenditures align with Turning Tides' charitable objectives.

Strategic Oversight

- Contribute to strategic objectives, direction, and policies.
- Evaluate Organisational performance against agreed goals.
- Provide input on issues of concern and decisions affecting the Organisation.

Financial

- Oversee financial affairs to maintain stability.
- Ensure proper management of assets and investments.
- Oversee the preparation of annual accounts and reports for submission to Companies House and the Charity Commission.

Leadership and Representation

- Appoint and oversee the Chief Executive.
- Represent the Board of Trustees in internal and external matters as needed.
- Promote equality, diversity, and inclusion in all aspects of Turning Tides' work.

Additional Duties

- Participate in disciplinary panels, complaint reviews, or other panels as required.
- Declare any conflicts of interest relevant to the role.

Time Commitment

- Attend six Board meetings annually and general meetings.
- Prepare for meetings by reviewing relevant documents and speaking to agenda items.
- Participate in sub-committees, working groups, and regular project monitoring visits.
- Engage in occasional administrative activities such as drafting policies, helping with appeals, or assisting with fundraising efforts.

Volunteer Expectations

- Be inclusive and welcoming to all.
- Maintain communication and flexibility with staff.
- Adhere to Confidentiality, Professional Boundaries, and Health and Safety Policies.

Specification

Candidates will be invited to interview based on the following criteria and answers to pre-interview questions.

Knowledge and Experience
Experience in governance or serving on Boards in the charitable, public, or private sector.
Understanding of charity law, compliance requirements, or financial oversight within an organisation.
Knowledge of homelessness, social care, or community support services.
Awareness of equality, diversity, and inclusion principles and their application in organisational contexts.
Skills and abilities
Strong strategic thinking and the ability to evaluate organisational performance and impact.
Excellent communication and interpersonal skills to engage with stakeholders effectively.
Ability to work collaboratively in a team setting, contributing to discussions and decision-making.
Analytical skills to review policies, budgets, and operational plans critically.
Specific Criteria
Availability to attend Board meetings, sub-committee sessions, and occasional project visits.
Willingness to participate in fundraising, advocacy, and community engagement activities.
No conflicts of interest that would impede objective decision-making as a Trustee.