



Project 17

St Joseph's Hospice
Mare St
Hackney
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www.project17.org.uk
Charity no: 1152621

Project 17 role description and person specification

<u>Title of Role:</u>	Trustee
<u>Location:</u>	Project 17's offices are at St Joseph's Hospice, Mare St, Hackney E8 4SA. Board meetings take place from the office every six weeks, although remote access is possible. Otherwise working from home.
<u>Responsible to:</u>	Working closely with the Chair, Director and other trustees
<u>Responsible for:</u>	To work with the Board of Trustees to provide oversight and strategic direction to Project 17
<u>Salary:</u>	Voluntary
<u>Hours:</u>	Around 3 hours per month, including meetings
<u>Term:</u>	Trustee terms are for two years but trustees can stand for re-election

Main Responsibilities:

- Actively contribute to developing Project 17's strategic direction, setting overall policy, defining goals and evaluating performance
- Scrutinise board papers, take part in discussions, and provide advice and guidance
- Attend Board meetings and respond to

Time commitment

- The Board meets every six weeks on a Saturday, between 11am and 1pm.
- Preparing the accounts ahead of board meetings is expected to take around 3 hours per month, with additional time required when the annual accounts are prepared.

Person Specification

Essential

- Experience of one or more of the following:
 - Personal experience of having no recourse to public funds
 - Experience of charity management
 - Experience of charity governance
- Analytical and evaluation skills, demonstrating good judgement.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Demonstrable commitment to the values and ethos of Project 17

Desirable

- Knowledge and experience of charity fundraising and finance practices.
- Skills and experience in one or more areas of non-executive governance and management e.g. strategic planning, business management, financial/accountancy, understanding of HR issues, experience of Trusts or other grant giving bodies particularly fundraising and legal knowledge.