

# Charity No: 1067673 - Company No: 3469653

**AbilityNet Job Description for Charity Trustees**

**Finance, HR & Culture, Legal & Marketing**

# **Background**

AbilityNet is an award-winning charity limited by guarantee, incorporated in the UK and registered as a charity in England and Wales and also separately in Scotland. The company was established under a Memorandum of Association, which created the objects and powers of the charitable company and is governed by its Articles of Association.

AbilityNet’s purpose is to support disabled people to achieve their objectives at work, at home and in education through the use of digital technology. Our vision is a digital world that is equally accessible to all.

1. **The role of a trustee**

Being a trustee of AbilityNet will require you to:

* Work with fellow trustees to shape, drive and monitor the Charity’s strategy
* Prepare for and participate fully in board meetings.
* Act reasonably in decision making and leadership of the organisation
* Ensure the proper management and administration of the charity
* Use any specific skills, knowledge or experience you have to help the board of trustees reach quick and sound decision by leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise
* Promote the work of the Charity externally
* Participate in sub-committees
* Manage risks with a considered, proportionate, and balanced approach
* Support the Charity’s Chief Executive and Senior Management Team
* Ensure that the Charity’s values are upheld in the delivery of its objectives.

1. **The Statutory Duties of a Trustee:**

Trustees are responsible for the work that the Charity does and how it does it. Trustees have a number of statutory duties, which are:

* To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations
* To ensure that the organisation pursues its objects as defined in its governing document
* To ensure the organisation uses its resources exclusively in pursuance of its objects for the benefit of the public
* To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, and setting targets and evaluating performance against agreed targets
* To safeguard the good name and values of the organisation
* To ensure the effective and efficient administration of the organisation including having appropriate policies and procedures in place
* To ensure the financial stability of the organisation
* To protect and manage the assets of the charity and to ensure the proper investment of the charity's funds

1. **Trustee Person Specification**

This person specification sets out the qualities, skills and experience sought of trustees of AbilityNet. All trustees need integrity and commitment. In terms of specific skills, it is acknowledged that each trustee will bring different strengths and expertise to the Board.

**Finance Role**: a qualified accountant having (ideally) or have had a role within a financial institution, a charity, public or commercial sector.

**HR**: ideally hold or have held a senior role within HR with expertise across the range of HR areas: culture, employment law, policies,

**Legal**: ideally hold or have held a role as a legal specialist with expertise of risk management strategies in relation to legal compliance.

**Marketing**:  ideally hold or have held a lead role within Marketing so you can provide guidance on our marketing, communications, and digital strategic objectives

* Be committed to the organisation and has sufficient time and willingness to contribute effectively to board proceedings
* Have experience and an understanding of strategy development
* Be able to work effectively as a member of a team
* Be willing to speak up and can remain independent of any influence from another organisation or individual
* Have a reasonable level of understanding of legal, financial, audit and other regulatory requirements of a charity
* Be able to make quick and sound decisions based on an analysis of information presented to them
* Be aware of developments in the voluntary sector and areas of interest to the Charity
* Have a passion for digital inclusion.

1. **Board Structure**

AbilityNet is governed currently by a board of ten Trustees, who are also directors under company law. There are two Corporate Trustees – IBM (UK) Ltd and the Worship Company of Information Technologists. We are now looking to recruit a further two/three trustees with a skills background in Finance, HR, Legal and Marketing.

The board has a Chair. There are two sub-committees for which the membership is drawn from the board – these are Audit and Remunerations.

1. **Commitment**

Board meetings are usually held four times a year. Meetings usually take place in London.

Outside of board and committee meetings, staff may seek to consult with trustees on particular subjects and there will be opportunities to attend project visits, meetings and events related to the charity.

Trustees are appointed for a three-year term but may serve for a maximum of four consecutive terms of up to three terms each.

The role is unpaid, however reasonable expenses are paid in line with the Charity’s expenses policy.

1. **How to Apply**

Application is by CV and covering letter. The covering letter should address your personal interest in the role, and how your experience meets the criteria described in the ‘Person Specification’.

To apply please send a copy of your CV together with your covering letter to Mairéad Comerford, AbilityNet’s Head of HR – [mairead.comerford@abilitynet.org.uk](mailto:mairead.comerford@abilitynet.org.uk)

If you have any questions about the role or would like to discuss this opportunity please call Mairéad on +44 (0) 118 228 0374/07725 805866.

The closing date for applications is Thursday, 6th July 2022 at 5.00pm.

**Reasonable Adjustments:**

To ensure we do all we can to make the recruitment process a really positive experience for you please let us know if you require any adjustments during the application/recruitment process.

[**Disability Confident Leader**](https://disabilityconfident.campaign.gov.uk/) -

AbilityNet aims to make the most of the opportunities provided by employing disabled people.

