

# **Integrated Neurological Services (INS) Trustee Job Description & Person Specification**

## **Chair of Clinical Sub-Committee/Safeguarding lead trustee.**

### **1. About INS**

We are a charity with 30 years' experience of providing physical, emotional, and social support to adults with long-term neurological conditions in Richmond and neighbouring boroughs. Our passionate, professional service helps individuals and their carers to achieve a greater quality of life, enhancing their long-term well-being. INS has up to twelve trustees and has three sub-committees Clinical, Finance and Fundraising and Marketing.

### **2. The role of a trustee**

Being a trustee of INS will require you to:

- Work with fellow trustees to shape, drive and monitor the charity's strategy.
- Commit to attending 3 Clinical Committee meetings per annum (on average lasting 1.5 hours), as well as four full board Trustee meetings (1-2 hours)
- Prepare for and participate fully in board and sub-committee 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.
- Review funding applications, agree the allocation of funds and have oversight of the progress of funded projects.
- Promote the work of INS externally.
- Participate in sub-committees.
- Assess and manage risks with a considered, proportionate, and balanced approach.
- Support the charity's chief executive.
- Ensure that the charity's mission, values, and the principles of best practice are upheld in the delivery of its objectives.

### **3. 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.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal, and remuneration of the chief executive.

#### **4. Chair of clinical committee/safeguarding Trustee person specification**

INS seeks to appoint a trustee who has specific clinical knowledge and experience of providing neurological services and of safeguarding vulnerable adults.

##### Essential

- Has professional training and experience in a clinical, health service or social services role (e.g., nurse, doctor, therapist, psychologist, dietitian, social worker, counsellor).
- Is committed to the organisation and has sufficient time and willingness to contribute effectively to board proceedings.
- Has experience and an understanding of strategy development.
- Can work effectively as a member of a team.
- Is willing to speak up and can remain independent of any influence from another organisation or individual.
- Has a good understanding of the delivery of clinical services, within a health, social care or third sector environment.
- Has a knowledge of budgetary considerations.
- Can make quick and sound decisions based on an analysis of information presented to them.
- Is aware of developments in the voluntary sector and areas of interest to the charity.
- Has a passion for the community health sector.
- Can manage risks with a balanced and informed approach.
- Supports a holistic, as well as medical and social, approach to providing services for adults with neurological conditions and their carers.
- Is committed to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- Previous experience working in the NHS, social services or third sectors.

##### Desirable

- Experience in a managerial role within health services, particularly working with adults with neurological conditions.
- Knowledge of hospitals, community practice or social services including contracting and commissioning and NHS and Social Service policy.

#### **5. Board structure**

Full trustee board: Chair and Vice Chair plus up to 10 Trustees and CEO

Sub-committees: Finance, Fundraising and Marketing, Clinical: Each committee has a Trustee chair plus up to 4 Trustees and CEO

Advisory Group: Chair, Vice Chair, Chairs of sub-committees and CEO

#### **6. Commitment**

- 4 Full boards per year (evenings, in person)
- Three sub-committee meeting per year (evening zoom/in person)

Plus

- To be contactable by CEO/Clinical Team regarding safeguarding concerns as attached Safeguarding policy.
- To be involved in review of clinical and safeguarding policies.
- Preparation for meetings
- Ad hoc support for projects/work streams

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