



## Trustee Role Description

Our Trustees are active and engaged members of the Sussex Nightstop governance team whose main purpose is to develop and steer Sussex Nightstop in the meeting of its charitable objectives, within the parameters of good governance and in accordance with associated statutory duties.

### Main responsibilities

As a Trustee of Sussex Nightstop your main responsibilities are to:

- Help set the strategy and take oversight for its delivery
- Ensure the money is spent wisely to support the strategy and that longer-term plans are adequately resourced
- Actively identify, scrutinise and oversee risks in the maintenance of a safe, high-quality service offer
- Be a proactive advocate for and on behalf of Sussex Nightstop
- To act as a challenging friend to the Director

See below for additional requirements of our appointed **Trustee Safeguarding Lead**.

### Person Specification

Sussex Nightstop is an inclusive organisation and welcomes trustee applications from ALL members of the community<sup>1</sup>, including those new to Trusteeship. In order to reflect the young beneficiaries using our service we particularly welcome applications from people of colour and people identifying as LGBTQ and we value the insight that someone with lived experienced of homelessness can bring.

For **all** applicants, Sussex Nightstop seeks people who have:

- An understanding of the type of work undertaken by Sussex Nightstop and a commitment to the values and ethos of the organisation
- A strategic approach and forward-looking vision in relation to the charity's objects and aims
- A personal alignment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Confident and effective communication skills and the ability to challenge in a constructive way; balancing tact and diplomacy with willingness to challenge and constructively criticise
- A track record of commitment to promoting equality and diversity

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<sup>1</sup> Please see note below on disqualification

## **Safeguarding Lead – Responsibilities and Person Specification**

Our Trustee Safeguarding Lead has the responsibility to:

- work with the Director to ensure that policy and practice meets organisational commitments and statutory duties towards safeguarding
- provide the final authorisation on Sussex Nightstop Safeguarding Policy content
- keep the Trustee board aware of safeguarding developments and concerns, and,
- support the Director in the event of a safeguarding concern
- complete 3-yearly Safeguarding training and induct trustees in Safeguarding policy

As such, Trustees appointed to the role of Trustee Safeguarding Lead will require:

- An understanding of the beneficiary group that Sussex Nightstop works with and the related needs and vulnerabilities of young people (16-25 years)
- Experience of developing and familiarity with implementing safeguarding policy
- Strong knowledge of the good safeguarding principles, practice and related risk-management
- The ability to communicate and support others in understanding and meeting their safeguarding obligations

### **Time requirements**

Trustees are required to:

- Be a fully prepared and contributing member of the Sussex Nightstop governance team through regular and active participation at quarterly Board meetings (approx. 2 hours)
- Participate in a monthly governance sub-group (1 hour) as required
- Contribute to time-to-time start-finish governance tasks interim meetings
- Attend at related governance events such as board (and staff) away days and AGM

### **Induction, training and ongoing support**

All new trustees will be:

- Inducted into the Trustee role by Nightstop Chair and Director, including in areas of strategy, safeguarding, finance and risk management and buddied with existing Trustee
- Participate in Board training and development activities and away days that serve to strengthen governance and create a strong and coherent team
- Able to claim reasonable expenses - payable in line with standard expenses policy
- Signposted and supported to relevant governance-related training and resources to maintain Governance and Trustee-role related knowledge
- Able to access ongoing support and guidance from the Chair of Board and Director

### **Recruitment and Application:**

Appointment of trustees to Sussex Nightstop will be subject to:

- Receipt of CV and short personal statement
- Interview and approval by the Chair of Trustees
- The supply of 2 references
- Completion of all related documentation including equality monitoring information

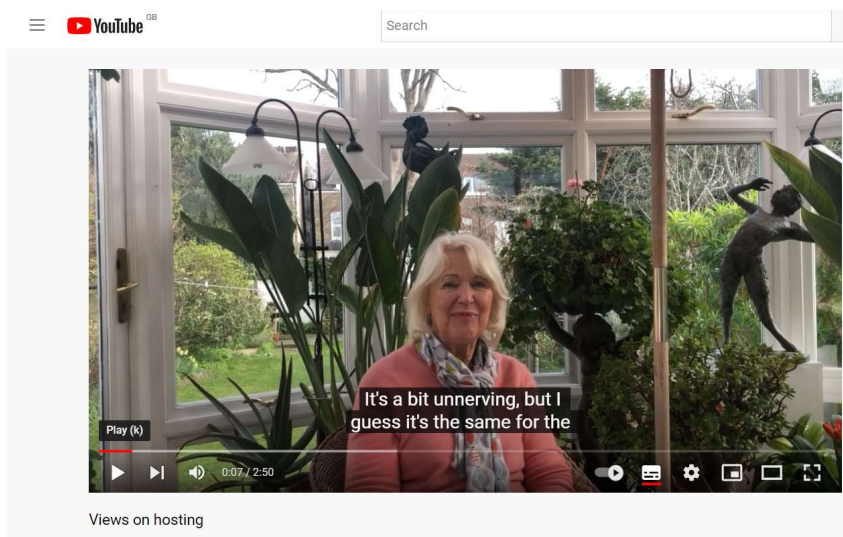
Applications/enquiries to Tim Williamson, Sussex Nightstop Chair [tim@responsibletravel.com](mailto:tim@responsibletravel.com)

## A note on Disqualification

In compliance with the Charities Act, Sussex Nightstop will not appoint Trustees where a person is disqualified under the Charities Act, unless the disqualification has been waived by the Commission. Reasons being:

- disqualified as a company director
- have an unspent conviction for an offence involving dishonesty or deception (such as fraud)
- an undischarged bankrupt (or subject to sequestration in Scotland), or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have been removed as a trustee of any charity by the Commission (or the court) because of misconduct or mismanagement
- (From 1 August 2018) being on the sex offenders' register, unspent convictions for a wider range of offences including bribery and money laundering, or disobeying a direction of the Commission

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Find out more: [www.sussexnightstop.org.uk](http://www.sussexnightstop.org.uk)