

# The Cellar Trust

## Trustee Role Description



Hours:	Approximately four, two hour board meetings a year plus the AGM as a minimum, with additional preparation time reading papers; some email and telephone discussions about key areas at other times. You will also be required to undertake an induction and ad hoc training and development sessions and may be invited to attend other committees, events and meetings. We will accommodate your availability where possible.
Location:	The Cellar Trust, Farfield Road, Shipley, BD18 4QP plus some home-based tasks/meetings via MS Teams/phone/email.
Closing date:	18 October 2024
Role Description	<p>The Cellar Trust is a multi-award winning local mental health charity which has been supporting the people of Bradford, Airedale, Wharfedale and Craven for over 30 years. We are an ambitious, vibrant and innovative organisation and are passionate about mental health, the impact that charities can deliver and our local community. We are a values driven organisation; our values underpin everything that we do. They are about 'how' we do things and guide our behaviours and decisions. Our values are: Respect; Hope; Dedication; Continuous Improvement and Partnership.</p> <p>We are looking for people to join our Board of Trustees to help provide excellent leadership and governance for our vibrant and developing organisation. Trustees play a key part in ensuring that we carry out our activities correctly and effectively and that we comply with all our necessary legal duties as well as our governing documents and charitable objectives.</p> <p>Our Trustees take a lead on setting the strategic direction for our organisation, including involvement in developing policy, setting goals and targets and making sure that our work is having the greatest impact it can have on people and communities. Trustees are also responsible for monitoring and overseeing our financial activity, protecting our assets and funds and appointing and managing the CEO.</p>

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Typical tasks will include:

### Statutory Duties

- Ensuring that the organisation complies with its governing document, employment law and any other relevant legislation or regulations.
- Ensure that the organisation pursues its objectives as defined in its governing document. Ensure the organisation uses its resources exclusively in achieving its objectives
- Contribute actively as a Trustee by giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets, in partnership with the rest of the Trustees.
- Safeguard the good name and values of the organisation.
- Represent The Cellar Trust at functions and meetings as appropriate.
- Declare any conflict of interest while carrying out the duties of a trustee.
- Be collectively responsible for the actions of the organisation and other trustees. Ensure the effective and efficient administration of the organisation.
- Abide by the Equity, Diversity & Inclusion Policy and all other relevant policies and procedures Ensure the financial stability of the organisation.
- Protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- Ensure that the organisation is properly insured against all reasonable liabilities. The Board of Trustees retains overall responsibility for risk management and regularly reviews the charity's processes for identifying, prioritising, escalating and managing risks.
- Appoint and support the CEO and monitor their performance.

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	<p>Other Duties</p> <p>In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve:</p> <ul style="list-style-type: none"> <li>• Scrutinising board papers</li> <li>• Leading discussions</li> <li>• Focusing on key issues</li> <li>• Providing guidance on new initiatives</li> <li>• Providing input in other areas you may have special expertise in</li> <li>• Undertaking any mandatory training needed for the role</li> </ul>
<p>What are we looking for</p>	<ul style="list-style-type: none"> <li>• People who are keen to develop their leadership and governance skills OR people who have more extensive experience</li> <li>• People who can think independently and express opinions in a professional setting creative and strategic thinkers</li> <li>• People who work well in a team</li> <li>• People passionate about mental health and supporting others</li> <li>• Lived experience of mental health difficulties – not essential but welcomed</li> <li>• People who can help us build a more diverse Board of Trustees, including local residents with a passion for our District; people from an ethnic minority background and younger people</li> </ul>
<p>What you will get</p>	<ul style="list-style-type: none"> <li>• The chance to learn new skills and increase your experience of leadership and governance</li> <li>• Input into an innovative and dynamic charity delivering cutting edge services</li> <li>• The chance to make a real difference to the people we support</li> </ul>

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- Experience in the field of mental health
- The positive feeling of helping others
- Opportunities for development and training

You will also need to complete an enhanced DBS check and mandatory online safeguarding training.

Informal enquiries: Kim Shutler (CEO) [kim.shutler@thecellartrust.org](mailto:kim.shutler@thecellartrust.org)

Please complete the online application form before the closing date of 18 October 2024.