

# New Routes Integration

## New Routes Integration Trustee Role Profile and Person Specification

<b>Job Title:</b>	Trustee
<b>Location:</b>	Norwich
<b>Remuneration:</b>	Reasonable out of pocket expenses will be reimbursed and should be accompanied by receipts
<b>Location:</b>	Norwich
<b>Time Commitment:</b>	4 meetings per year plus some ad hoc meetings and a Strategy Day

### **New Routes Integration**

New Routes Integration is a company limited by guarantee and is regulated principally by the Charity Commission, the Companies Acts, the Fundraising Regulator and the Office of the Information Commissioner. The New Routes Integration Board of Trustees is ultimately responsible for New Routes Integration's compliance with all applicable legal and regulatory requirements.

### **Role Description**

Trustees are collectively responsible for the overall management, governance and strategic direction of New Routes, and for developing the its aims and objectives in accordance with the constitution and legal and regulatory guidelines.

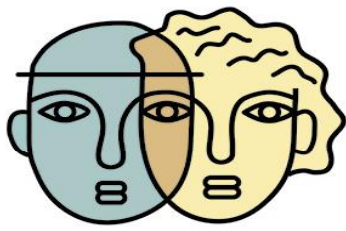
### **The Statutory Duties of a Trustee are to:**

- Ensure the charity complies with its constitution, charity law and any other relevant legislation and regulations
- Ensure the charity pursues its objectives as defined in its governing document
- Act in the best interests of New Routes
- Manage the resources of New Routes responsibly including:
  - the effective and efficient administration of the charity
  - the financial stability of the charity
  - to protect and manage the property of the charity and to ensure the proper investment of the charity's funds

Norwich Social Centre, Catherine Wheel Opening, St Augustines St, Norwich NR3 3BQ.  
Tel: 01603 662648

[www.newroutes.org.uk](http://www.newroutes.org.uk) [info@newroutes.org.uk](mailto:info@newroutes.org.uk)

Registered Charity Number 1155270



# New Routes Integration

- Act with reasonable care and skill
- Ensure that New Routes is accountable to the Charity Commission and any other interested stakeholders.

## Specific Trustee Duties:

### 1. Vision, values and strategic direction

- To contribute actively to the Board of Trustees' in giving strategic direction to New Routes, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that New Routes seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of New Routes
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, New Routes' vision and values
- To be aware of current issues relating to the challenges facing our participants.

### 2. Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders
- To appoint the Chief Executive and monitor her performance
- To safeguard the good name and values of New Routes

### 3. Compliance

- To ensure that New Routes complies with all legal and regulatory requirements
- To ensure that key risks to New Routes are identified and effectively managed and that professional advice is sought and considered where appropriate.

### 4. Prudent Asset Management

- To ensure the financial stability of New Routes through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual, and sound financial management

### 5. Good governance

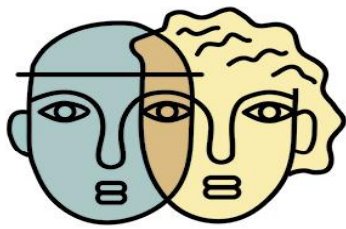
- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance

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- To participate in Trustee development and training as appropriate
- To prepare for and attend Trustee Board meetings regularly and contribute to discussion and collective decision making.

As well as the various statutory duties, any trustee should make full use of any specific skills, knowledge or experience they have to help the board make good decisions. This may involve leading discussions, focusing on key issues, providing advice and guidance on new initiatives, evaluation or other issues in which the trustee has a specific expertise.

## Person Specification

Individuals are sought who have a strong empathy with our charitable objectives.

The Board of Trustees are collectively responsible for the overall governance and strategic direction of the charity, its financial health, the probity of its activities and developing the organisation's aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

All trustees should also be aware of, and understand, their individual and collective responsibilities, and should not be reliant on one or more individual trustees in any particular aspect of the governance of the charity.

We are looking for people willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our board.

## Passion and Commitment:

- Lived experience as a refugee, asylum seeker or migrant, in order to represent the communities that we serve
- Commitment to the rights and welfare of refugees, asylum seekers and migrants, and to New Routes' vision, mission, and values, and a desire to use your skills and experience to make a difference for others
- A strong personal commitment to equity, diversity and inclusion
- An understanding and acceptance of legal duties, responsibilities and liabilities of being a Trustee.

## Experience:

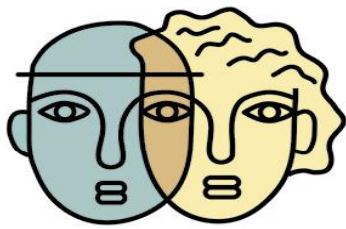
- Successful experience of operating within a board in a charitable, public sector or commercial organisation
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives
- A proven track record of sound judgement and effective decision making
- A history of impartiality, fairness and the ability to respect confidences

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- A track record of commitment to promoting equality and diversity.

## **Knowledge, skills and understanding:**

- Commitment to the organisation and a willingness to devote the necessary time and effort
- Preparedness to make unpopular recommendations to the board, and a willingness to speak their mind
- Willing to express their own opinion in a reasoned way, while also listening to the views of others
- Willingness to be available for advice and enquiries on an ad hoc basis
- Good, independent judgement and strategic vision
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- An understanding of the respective roles of the Chair, Trustees and the Chief Executive.

All Trustees are expected to abide by the Trustee Code of Conduct which outlines the behavioural expectations of Trustees.

## **Minimum Time Commitment:**

- Trustees are expected to attend an induction session with the Chair, Vice Chair and Chief Executive prior to their first board meeting
- Trustees are expected to attend all Board meetings.
- Board meetings are held four times per year
- Board meetings last approximately 2 hours and take place in Norwich

We are particularly looking for people with experience in the following:

- Advocacy
- Campaigning
- Income generation
- Business development

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