**Safer Greenwich**

**Trustee Role Description & Form**

**Introduction**

Safer Greenwich registered as a charitable incorporated organisation in December 2015. The organisation is as **THE** organisation that holds the local police to account for the local community.

Our mission statement presents Safer Greenwich’s overall strategic aim, which will remain constant regardless of changes in our operating environment:-

*To promote for the public benefit in Greenwich, in partnership with the police and the local community, the protection of people and property from, and the prevention of, criminal acts.*

**Overall Purpose of the Role**

To support the development of Safer Greenwich and oversee the effective, efficient and delivery of Safer Greenwich’s services

**Detailed Role Description**

The trustee will work collaboratively and collectively with other board members, stakeholders and staff to ensure that:-

* Safer Greenwich mission and vision of is maintained and regularly reviewed
* Safer Greenwich develops, adheres to and reviews its long term strategy
* The following are developed implemented and monitored:-
	+ Policies covering guidance for staff
	+ Systems for reporting and monitoring on activities and finance
	+ Conduct of trustees and board business
	+ Employment procedures e.g. recruitment, support, appraisal, remuneration and discipline
* Safer Greenwich’ Memoranda and articles are complied with
* Safer Greenwich is accountable to its members, the community, the Charity Commission, Company House, Inland Revenue and Customs and Excise
* annual reports and accounts are developed and published
* all of Safer Greenwich activities comply with the law
* Safer Greenwich resources are effectively managed so that it meets its charitable objective by
	+ monitoring spending,
	+ approving the annual budget,
	+ ensuring insurance has been obtained to protect the organisation from liability
	+ Directing and supporting the development and implementation of Safer Greenwich fundraising strategy
	+ Seeking to minimise risk
	+ Ensuring legal compliance
* The selection, management, performance and support to any senior staff operates effectively
* The board recognises and respects areas within the domain of staff responsibility, creating policies that guide staff activities and safeguard the interests of Safer Greenwich
* The board’s meetings run effectively,
* Trustees operate in line with the Safer Greenwich Trustees’ Code of Conduct
* Sub committees of the board are resourced and empowered adequately to undertake their role
* Effective trustee recruitment, induction and development is undertaken
* That the reputation of Safer Greenwich is enhanced and protected, acting as a good ambassador

**Person specification**

**Experience**

Either 2 years experience of being a trustee of a charity

Or

Significant experience of working with the community and/or the police on community safety issues

**Knowledge**

Understanding of the role, challenges and operations of the sector within a London Borough

Appreciation of the role of Safer Greenwich

**Skills and abilities**

Good verbal communication skills

Able to analysis and summarise complex documents and data

Able to adapt behaviour in order to work with a wide variety of partners

Able to attend meetings outside of office hours

Able to learn about charity and company law and how it applies to sector organisations

Able to apply the principles of equal opportunities to the work of a trustee

**Safer Greenwich**

###### **Application Form**

 Consideration to be nominated as Trustee

**Please read the following notes carefully**

**Completing the Form**

Please complete **all** sections of this application using **BLACK INK**

Any statements made on this application may be validated e.g. confirmation of qualifications. It is the responsibility of the applicant to identify any potential conflict of interest or personal circumstances status which may affect their position as a Trustee or the integrity of Safer Greenwich.

All information will be treated in confidence.

**Returning the application form**

Please return all documents in an envelope marked TRUSTEE APPLICATION to: SAFER GREENWICH, 1st Floor, Woolwich Equitable House, 7 General Gordon Square,

London, SE18 6FH or to Melissa@metrocharity.org.uk

**Section 1.**

**Personal details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Forenames:** | **Surname:** |
| **Full postal address:** | **Date of birth:** |
| **Contact telephone number:** |
| **Time available for contact:** |
| **Contact email address:** |

**Section 2.**

**Referee details**

|  |  |  |
| --- | --- | --- |
| **Title:** | **Forenames:** | **Surname:** |
| **Full postal address:** | **Position:** |
| **Contact telephone number:** |
| **Contact email address:** |
| **Length of time known:** |

**Section 3.**

**Employment & volunteering experience**

Please record all positions which you consider to be relevant to your application starting with your position in your organisation stated in section 2.

(Please use a separate sheet if necessary)

|  |  |  |
| --- | --- | --- |
| **Employer Name** | **Position held; including** **dates** | **Brief description of** **Responsibilities**  |
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**Section 4.**

**Education and training**

Please list all relevant qualifications or training you have undertaken which will enhance your ability to contribute to Safer Greenwich.

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| --- | --- | --- |
| **Course / Training** | **Dates** | **Description of Qualification,** **Skills acquired** |
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|  |  |  |
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**Section 5.**

**Professional membership and trusteeships**

Please list all relevant memberships, associations, trusteeships or committee memberships.

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| --- | --- |
| **Professional Body/Organisation** | **Membership Dates** |
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 **Section 6.**

**Reasons for application**

Please give a brief statement in support of your application, explaining your reason for applying and why you believe your skills and experience will contribute positively to the robust and sustainable development of Safer Greenwich. It would be helpful to explain what motivates you to become a Safer Greenwich trustee, referring to the person specification.

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**Section 7.**

#### Additional questions

This information will not preclude full consideration of your application.

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| --- |
| **Are there any restrictions on your working or volunteering activity by the Home Office? If yes, please give details:** |
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| --- |
| **Do you consider yourself to have a disability and would there be any special requirements to support you should you be elected to take up trusteeship.**  |
|  |

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| --- |
| **Have you ever been convicted of any offence in the UK or elsewhere, which is not** **considered ‘spent’? Yes/No****If the answer is Yes, please give details on another sheet and enclose it in an envelope** **marked with your name and private disclosure.** |
|  |

**Section 8.**

**Fit and Proper Person Test**

I, the undersigned, declare that:

* I am not disqualified from acting as a charity trustee
* I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
* I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
* I have not used a tax avoidance scheme featuring charitable reliefs or using a charity to facilitate the avoidance
* I have not been involved in designing and /or promoting tax avoidance schemes
* I am not an undischarged bankrupt
* I have not made compositions or arrangements with my creditors from which I have not been discharged
* I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
* I have not been disqualified from serving as a Company Director
* I will at all times seek to ensure the charity’s funds, and charity tax reliefs received by this organisation, are used only for charitable purposes

Signed…………………………………………………………………………………………….

Date……………………………………………………………………………………………….

Home address………………………………………………………………………………….. …………………………………………………………………………………………………….

Previous address if moved in past 12 months ……………………………………………… …………………………………………………………………………………………………….

Date of birth……………………………………………………………………………………...

National Insurance number ……………………………………………………………………

If you have signed this declaration but want to make any information known or clarify any points please add them in the space below.