



**JOB
SPECIFICATION FORM
TRUSTEE**

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and preform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

TRUSTEE

Job Title:	TRUSTEE
Reports to:	Chair of Trustees
Department:	Community
Salary:	Voluntary
Hours:	This is a voluntary role requiring flexibility to work evenings and weekends as required.
Job Purpose:	To provide effective governance that enhances the organisational development, in keeping with the Trust's vision, mission and values. As a Trustee, the post holder will also ensure that the organisation is accountable and abides by all governing laws associated with Companies House, the Charities Commission and HMRC.

Rotherham United Community Sports Trust is seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Board of Trustees.

We are a diverse Trust that respects differences in race, disability, gender, faith, background or personal circumstances - we welcome all to apply. We want everyone to feel valued and included in the football community and to achieve their full potential. The Trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

ROLE DESCRIPTION

This is an exciting time to be involved, with the development of a new strategy and the opportunity to contribute to the work of a charity that is highly regarded by its partners and communities in which it operates.

The role of the Board is to ensure that the vision for the Trust and strategic objectives are achieved, and Trustees are responsible for overseeing and guiding our future growth and increased impact.

Successful candidates will be able to contribute to the strategic leadership of the Trust and will be equipped with the skills and knowledge to meet the challenges and opportunities faced by the charity. You will also be able to demonstrate success in a senior role in the private/public/voluntary sector, to think creatively and strategically and the skills to challenge current thinking at Board level.

In addition to these skills, we are particularly looking for individuals with any of the following skills/experience:

- Digital development/digital strategies
- Strategic Marketing and Communications
- Knowledge of Health and Education
- Safeguarding
- Equality and Diversity

The Trust also considers that the current Trustee board is unrepresentative of the diverse population of the area it serves. We therefore welcome applications from Black and Ethnic Minority groups, the LGBTQ+ community and persons with or experience of working with people with a disability.

If you would like to speak to someone in more detail about the role, please contact Jamie Noble, Head of Community on jnoble@rotherhamunited.net.

Please submit a CV and covering letter which outlines your suitability to the Trustee role by 19th April to jnoble@rotherhamunited.net.

General Responsibilities

- To understand and accept legal duties, responsibilities and liabilities of being a Trustee of a registered charity and a director of a company by limited guarantee, and be willing to apply best practice in corporate governance.
- To ensure that RUCST complies with its governing document (Memorandum and Articles of Association), charity law, company law and other relevant legislation;
- To ensure that RUCST pursues its objectives as defined in the Articles of Association, and applies resources exclusively in pursuit of these objectives;
- To always act in the best interests of RUCST;
- To actively contribute to the Board of Trustees in providing leadership for RUCST by giving strategic direction, setting policy, setting targets and evaluating performance against these targets;
- To safeguard RUCST from risk;
- To ensure the effective and efficient administration and financial stability of the organisation;
- To protect and ensure effective management of the organisation's property and resources;
- To assist in the appointment of RUCST Head of Community, as may be required from time to time, and monitor the post holder's performance;
- To deploy individual knowledge, skills and experience to assist the Board in effective decision making;
- To avoid actual, perceived and potential conflicts of interests and declare these promptly if they arise; and,
- To act in accordance with the principles of public life, including: selflessness; integrity; objectivity; accountability; openness; honesty, and leadership.

Role Specific Responsibilities - The post holder will be required to:

- Commit to RUCST and develop and maintain comprehensive understanding of the issues facing the organisation;
- Be willing to attend Board meetings on a regular basis, also developing a clear understanding of the organisation's strategy and any associated business plans;
- Contribute to and serve on sub-committees and ad hoc task groups where appropriate and necessary; and,
- Attend an induction prior to appointment with the Chair of the Board of Trustees and RUCST Head of Community and participate in any relevant training and development that may be identified from time to time.
- The post holder will be required to undertake any other duties as required by the Chair of the Board of Trustees, RUCST Head of Community, and/or any other Senior Manager/Director.

Behavior/Conduct - The post holder will be required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be trustworthy and adhere to RUCST Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be respectful of others and behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Rotherham United Community Sports Trust

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