



Jigsaw (South East) Trustee Role description

Our trustees play a vital role in making sure that Jigsaw (South East) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that Jigsaw (South East) has a clear strategy and that our work and goals are in line with our vision.

Children and young people will not be alone in their bereavement journey

Just as importantly, they support and challenge the executive team to enable Jigsaw (South East) to grow and thrive, and through this, achieve our mission.

To deliver advice and support services to children and young people experiencing the death of a loved one to help them move forward with their lives.

Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

Duties:

- Support and provide advice on Jigsaw (Southeast)'s purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee Jigsaw (Southeast)'s financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve Jigsaw (Southeast)'s financial statements.
- Provide support and challenge to Jigsaw (Southeast)'s CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in Jigsaw (Southeast)'s operating environment.
- Contribute to regular reviews of Jigsaw (Southeast)'s own governance. Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Jigsaw (Southeast)'s interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of [charity name]'s objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions,

focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

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.

You do not need previous governance experience – we will provide a full induction and training.

Personal skills and qualities

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Terms of office

- Trustees are appointed for a 3 year term of office, renewal for 3 further terms to a maximum of 9 years.
- This is a voluntary position, but reasonable expenses are reimbursed.

Time commitment

- Attending 4 Board meetings annually. Currently meetings are held in person at East Court Mansion, East Grinstead RH19 3LT
- Attending annual staff/trustee meetings and ad hoc meetings as required.
- Completing safeguarding training and induction training as required.

Areas of expertise/ experience relevant to Jigsaw (South East) are

- Finance and accounting
- Human Resources
- Fundraising
- Digital communications/ IT
- Marketing/ public relations
- Governance
- Strategic Planning
- Monitoring and evaluating performance
- Legislation relating to Jigsaw (South East)

- Change management
- Safeguarding children/Vulnerable adults
- Knowledge of the sector