

HIGHAM HALL

An Educational Trust providing short courses for adults of all ages

JOB DESCRIPTION for Trustee/Company Director

PURPOSE: To take responsibility, together with the other trustees, for the proper running of the charity

ATTENDANCE: 4 meetings a year plus sub-group duties

PRINCIPAL DUTIES

- To ensure compliance with Charity and Company Law
- To ensure that the charity remains solvent
- To ensure that funds and assets are used wisely and to further the purpose of the charity
- Obtain external professional advice where there may be a risk to the charity
- Give sufficient time and energy to the business of the charity and exercise reasonable care and skill, using personal knowledge and experience, to ensure that the charity is well run and efficient
- Act with integrity and avoid personal conflicts of interest
- Take responsibility for the appointment of new Trustees and the Principal
- To, with the other Trustees, be ultimately responsible for the management of the college

PERSON SPECIFICATION

Qualifications: An appropriate professional qualification is desirable but not essential

Experience in the following:

- Lifelong education
- Business management, hospitality and marketing
- Art, Craft, History, Music or other subject based experience
- Finance and Fundraising
- Gardening, catering or building maintenance
- Working with people with a disability

Knowledge: Knowledge of current thinking in any of the above areas of expertise

Personal skills: Self-motivated, creative thinker, with excellent oral, written and IT communication skills and passionate about lifelong learning

TRUSTEE APPLICATION FORM AVAILABLE FROM THE WEBSITE