



TRUSTEE ROLE DESCRIPTION

The Churches Conservation Trust is a registered charity and a sponsored body of the Church Commissioners and Department of Culture Media and Sport. It has a Board of ten Trustees which is responsible for the overall direction and governance of the Trust. Day to day management is delegated to a Chief Executive appointed by the Board.

Trustees are expected to attend four full Board meetings a year, and an annual two-to-three-day tour which usually takes place in June. They are also asked to contribute specialist skills as appropriate through the Finance and Audit, Conservation or other sub-committees, or relevant ad-hoc working groups. Trustees are not remunerated but are reimbursed for all expenses they incur in carrying out their duties.

A Trustee's overall aim is to safeguard and ensure the future of one of the country's largest collection of outstanding buildings.

Within this Trustees must:

1) Assure probity and integrity

As a Trustee, you are responsible for ensuring that the general conduct and propriety of the affairs of the Trust are satisfactory and in line with its obligations. In particular, you must:

- Ensure that the Trust meets with its obligations under its governing document (the Mission and Pastoral Measure 2011 as amended 2018), Charity Law, Health and Safety law, the Funding Agreement and Framework Agreement from the DCMS and guidance from the Church Commissioners and all other relevant legislation and guidance.
- Ensure funds are applied for charitable purposes and that surpluses are invested as required by Charities' Commission.
- Approve the Risk Policy and annually review the Risk Register and implementation plans.
- Approve the internal audit programme.
- Approve schemes of delegation for financial authorisations and for non-financial decisions, such as recruitment.
- Maintain a register of member's interests.

Churches Conservation Trust

Society Building, 8 All Saints Street, London N1 9RL
0845 303 2760 | visitchurches.org.uk

President HRH The Prince of Wales **Chairman** Peter Ainsworth
Vice Presidents Lord Brooke of Sutton Mandeville CH PC | Baroness Kay Andrews OBE | RT Hon Frank Field MP DL
Dame Liz Forgan DBE | Jools Holland OBE DL | Dr Bettany Hughes | Dr Loyd Grossman CBE FSA
Registered Charity No: 258612





These responsibilities cannot be delegated. Similarly, the chief executive as Accounting Officer has some defined personal responsibilities to the Department and to Parliament (through the Public Accounts Committee).

2) Set strategy

A Trustees' role is to keep an overview of the Trust's activities and have an eye always to the long-term direction it is taking. That includes:

- Contributing actively to the setting of strategic direction, overall policy and high-level goals and targets.
- Approving the overall allocation of resources, including the five-year business plan and the annual Plan and Budget.
- Guiding the executive to identify external developments and trends to which the Trust should be responding, or which the Trust should seek to influence.

3) Ensure effective administration of the organisation

Trustees delegate day to day management of the Trust to a professional staff team. In order to do this you will with other Board members:

- Appoint the chief executive to manage the organisation and monitor their performance.
- Approve key internal policies
- Monitor the high-level performance of the Trust against its key policies and objectives.
- Approve major and significant changes to structures and processes as necessary to achieve the Trust's objectives.

4) Safeguard and promote the reputation and values of the Trust

As a Trustee you are part of the public face of the Trust. On occasion and as appropriate you will assist the executive by acting as an ambassador to the Trust, including:

- promoting awareness of the Trust's work and seeking opportunities to extend its standing and influence;
- assisting in building good relations with Government, the Church and other partners and stakeholders nationally and regionally;
- assisting with specific fundraising and public relations initiatives, participating in

Churches Conservation Trust

Society Building, 8 All Saints Street, London N1 9RL
0845 303 2760 | visitchurches.org.uk

President HRH The Prince of Wales **Chairman** Peter Ainsworth

Vice Presidents Lord Brooke of Sutton Mandeville CH PC | Baroness Kay Andrews OBE | RT Hon Frank Field MP DL
Dame Liz Forgan DBE | Jools Holland OBE DL | Dr Bettany Hughes | Dr Loyd Grossman CBE FSA

Registered Charity No: 258612





- the production and promotion of the Trust's 'Case for Support' and in specific circumstances making approaches for donations on behalf of the Trust; and
- attending special events and services with local Friends and Volunteers to demonstrate the value the Trust places in their contributions.

All trustees are asked to become 'champions' for one of the Trust's areas of work, a role which gives them the opportunity to get more involved in understanding, supporting and promoting the Trust's work in these areas.

5) Contribute specific skills and experience

In addition to the above duties, Trustees will, on occasion, be expected to offer their personal skills to support the executive in planning certain projects without taking on executive responsibilities or accountabilities.

Churches Conservation Trust

Society Building, 8 All Saints Street, London N1 9RL
0845 303 2760 | visitchurches.org.uk

President HRH The Prince of Wales **Chairman** Peter Ainsworth
Vice Presidents Lord Brooke of Sutton Mandeville CH PC | Baroness Kay Andrews OBE | RT Hon Frank Field MP DL
Dame Liz Forgan DBE | Jools Holland OBE DL | Dr Bettany Hughes | Dr Loyd Grossman CBE FSA
Registered Charity No: 258612





PERSON SPECIFICATION

We are looking for people with:

- 1) a commitment to the aims and current strategy of the Trust
- 2) relevant professional skills or experience at a senior level
- 3) the willingness to devote the necessary time and effort
- 4) strategic vision
- 5) good, independent judgement
- 6) the ability to think creatively
- 7) understanding and acceptance of charitable governance and the legal duties, responsibilities and liabilities of trusteeship
- 8) the ability to work effectively and collaboratively as a member of a team to shape strategy & direction
- 9) understanding of and commitment to the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 10) the ability to foster as culture of diversity, inclusion and belonging within the Trust.

Peter Aiers (the Chief Executive) is willing to have an informal conversation with anyone who is interested. He can be contacted via email to chiefexecutive@theccct.org.uk

If you require this information in an alternative format, please email aaad.office@churchofengland.org.

Churches Conservation Trust

Society Building, 8 All Saints Street, London N1 9RL
0845 303 2760 | visitchurches.org.uk

President HRH The Prince of Wales **Chairman** Peter Ainsworth

Vice Presidents Lord Brooke of Sutton Mandeville CH PC | Baroness Kay Andrews OBE | RT Hon Frank Field MP DL
Dame Liz Forgan DBE | Jools Holland OBE DL | Dr Bettany Hughes | Dr Loyd Grossman CBE FSA

Registered Charity No: 258612

