



Trustee Role Description

We particularly encourage applications from candidates; from the BAME Black, Asian and Minority Ethnic community, and members of the LGBT+ community as we are looking to improve the diversity of our board.

Home-Start East Sussex (HSES) is a small independent charity founded in 1996 that works towards the increased safety, confidence and independence of disadvantaged families living in East Sussex. The Home-Start East Sussex family of trustees, staff and volunteers work hard to find solutions rather than focusing on problems. We are positive and proactive and, although absolutely focused on our areas of expertise, we work as a team so that HSES is the best it can be. Above all, everything we do is to meet our mission.

At Home-Start East Sussex you will find a team of trustees, staff and volunteers who are absolutely committed to empower local people to develop safe, strong, resilient and nurturing relationships. We are looking for friendly, relational, proactive people to become trustees who share our commitment to our clients and their families. We are also looking for people who can relate warmly and professionally to a wide range of networks, cultures and organisations.

The purpose of the role

As a trustee you will be involved in the overall management of HSES, our board of trustees collectively make decisions about the approach the charity will take and its future direction. They make sure that, as an organisation, we have the policies and procedures we need to show we're complying with our legal obligations.

We currently have 7 trustees, but we can have up to 12

Meetings and time commitment

- We hold a 2hr trustee meeting every other month at 10 am on a weekday that suits the majority of the trustees. (We do meetings during the day to accommodate those with children)
- The agenda and papers are usually emailed to each trustee a week before to give you plenty of time to read them.
- Once a year we spend a whole day together to think about our future plans as an organisation and to provide training to trustees as a group.
- Being a trustee is a voluntary role, but the charity will pay for out-of-pocket

expenses for travel to trustee meetings or childcare costs so you can attend meetings.

- Meetings are currently taking place over zoom, and it is likely that meetings will continue to alternate between in person and online after the pandemic.
- Trustees are also usually asked to join a subcommittee in line with their experience which will meet approximately once a quarter.

Person Specification

Essential Criteria

- Commitment to the aims of the charity.
- An understanding of equality, diversity & inclusion.
- Good, independent judgement.
- Compassionate and empathetic
- Ability to think creatively.
- Willingness to speak their mind.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship (this will be made clear to you during the interview process).
- Ability to work effectively as a member of a team.
- Abiding by Nolan's seven principles of public life: selflessness, integrity, objectivity accountability, openness, honesty and leadership.
- Being an ambassador for the charity
- Ensuring that the charity's valuables are protected
- Ability to engage with people of diverse backgrounds
- Ability to maintain a practical, careful and considered approach when dealing with complex issues.
- Self-motivated
- Willingness and ability to undertake relevant training
- Ability to work in a team
- Ability to attend board meetings every two months on a weekday morning
- A big picture person

Desirable

Experience in one or more of the following areas

- An understanding of the issues affecting the people we work with which can include lived experience of some of the issues addressed by HSES (having a baby, challenges around being a parent, domestic abuse and/or coming from a marginalised community)
- Financial background
- PR background

- Digital skills

Being a trustee gives you the opportunity to:

- Gain knowledge on governance, and an understanding of how the charity sector works
- Gain valuable experience and learn new skills
- Apply skills that you already have to make a difference to the lives of the disadvantaged within your local community.
- Learn from other trustees and gain important insights

As a Trustee you will not need

- To have previous Board experience or even have held a senior position. We provide training and learning opportunities for all our Trustees. This could be your first Board role! We encourage people to apply for this role who are interested in our work, and who feel they may have the skills and practical knowledge to make a valuable contribution to transform and shape our services for people affected by crime.

If you don't have time to commit to becoming a trustee but want to advise on an ad hoc basis on an area of your lived experience/expertise, please send an email to

kate.lawrence@hses.org.uk