

OutdoorLads Board of Trustees

Staff Management Trustee – Role Profile

5-10 hours a month. Voluntary.

OutdoorLads staff are critical to the successful running of the charity and this role is crucial to ensuring we have an effective and motivated team. You will ensure the staff have SMART objectives (specific, measurable, achievable, relevant and time-bound) and you will ensure they have the support, skill and authority to achieve them.

Role-Specific Responsibilities

1. Ensure staff deliver charities objectives

- Ensure the board's objectives are translated into a set of SMART objectives for the staff team.
- Ensure objectives are regularly reported on and actions taken by the staff where needed.

2. Ensure support and training is provided

- Ensure the staff team has the relevant skills and expertise to carry out their jobs.
- Provide support, coaching and advice where needed.
- Ensure the team are motivated and happy.
- Ensure staff members develop and grow their role if appropriate.
- Support the staff in managing other Trustees.

3. Ensure effective virtual working

- Implement working practices that ensure virtual working is effective.

4. Plan long term staff requirement

- Agree the staff roles, experience and time needed by the charity and plan for changes over time.
- Manage recruitment of staff when needed.

5. Maximise staff creativity

- Support and help staff to bring innovative ideas and proposals that benefit the charity.

General Trustee Duties

- Assist in ensuring that the organisation pursues its objectives as defined in its governing document and legally operates
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- Safeguard the good name and values of the organisation
- Represent the organisation at functions and meetings as appropriate
- Declare any conflict of interest whilst carrying out the duties of a trustee
- Take collectively responsible for the actions of the organisation and other trustees
- Ensure the effective and efficient administration of the organisation
- Abide by all relevant policies and procedures
- Ensure the financial stability of the organisation
- Provide feedback on board papers, lead discussions, focus on key issues, provide advice and guidance on new initiatives
- Attend meetings and to read papers in advance of meetings
- Attend sub-committee meetings as appropriate
- Participate in other task as rise from time to time, such as interviewing new staff, helping with OutdoorLads events.

If you are interested and would like to know more please email danny.mckeownhenshall@outdoorlads.com with a brief outline of your experience.

To make an application for this position please email vacancies@outdoorlads.com