

Role Description for Trustee of the Daphne Jackson Trust

The Daphne Jackson Trust helps people restart their careers in research. Our unique fellowships provide an opportunity for individuals who have had a career break from research for two years or more, taken for family, caring or health reasons to return to work with the skills and confidence they need to succeed.

The aims of the Daphne Jackson Trust are:

- to enable individuals to return to research with confidence after a career break
- to maintain a talented research workforce by offering flexible fellowships
- to support equality and diversity in the workplace
- to develop partnerships that extend the reach and increase the impact of the work of the Trust

Role Summary

The Daphne Jackson Trust's Board of Trustees are responsible for the overall governance and strategic direction of the Trust, developing its aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

General Responsibilities of a Trustee

- contribute actively to the Board of Trustees' role in giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- ensure the Trust applies its resources exclusively in pursuing its objectives
- safeguard the good name and values of the Trust
- declare any conflict of interest while carrying out the duties of a Trustee
- be collectively responsible for the actions of the Trust and other Trustees
- ensure the effective and efficient administration of the Trust
- ensure the financial stability of the Trust and the proper investment of its funds
- protect and manage the property of the Trust
- attend meetings and read papers in advance of meetings
- attend committee meetings and working party meetings as appropriate
- participate in other tasks as they arise from time to time, such as representing the Trust at events, strategic networking, interviewing new staff, helping with fundraising
- keep proactively informed about the activities of the Trust and wider issues which affect its work

In addition to the duties of all Trustees, each individual Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This will involve scrutinising Board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the Trust's work in which the Trustee has special expertise.

Desirable Qualities of a Trustee

- commitment to the Daphne Jackson Trust
- integrity, strategic vision and good/independent judgement
- a willingness to devote the necessary time and effort to duties as Trustee
- good communication skills
- willingness to speak one's mind and listen to the views of others
- an ability to work effectively as a member of a team
- understanding of the legal responsibilities and liabilities of a Trustee
- prior experience of committee/trustee work
- knowledge of the type of work undertaken by the Trust
- a wider involvement with the voluntary sector

Time required for the role

The Board meets twice a year. The following Board sub-committees are in place and have their own additional time commitments

- Finance and General Purposes Committee meets three times a year.
- Awards Strategy Committee meets two times a year.

It is desirable that Trustees are able to attend some meetings and events in person (hybrid option is available) and be available to the Chief Executive on an occasional basis for contact by email or telephone.