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| **Plumpton Charity Foundation Trustee**  |
| **Reporting to** | The Chair of the Plumpton Charity Foundation |
| **Time commitment:** | **As a minimum we anticipate that you will be required to attend up to three charity board meetings per year**. These meetings shall be scheduled annually, and we shall endeavour to provide you with at least 7 days’ notice of any change of the date, time or venue of board meetings.You will be required to consider all relevant papers prior to each meeting. |
| **Salary:** | n/a voluntary role.  |

**Introduction**

The Charities Act 2011 defines charity trustees as the people responsible for controlling the administration and management of the charity. Within the Plumpton College Charitable Foundation (PCCF), they are known collectively as the Board of Trustees.

Under charity law, the Board of Trustees holds the ultimate responsibility for directing the affairs of PCCF, and ensuring that it is solvent, well run and delivering the charitable outcomes for which it has been set up. This document seeks to define the key responsibilities of the trustees and provide clarity on the personal skills and experience required to successfully fulfil the role.

**Responsibilities**

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| The Board as a whole is collectively responsible for the ultimate responsibility for directing the affairs of PCCF, including: |
| 1. Ensure that the PCCF pursues its stated charitable objects as defined in the Articles of Association, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel.
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| 1. Regularly review the PCCF charitable objectives to ensure the continue to be fit for purpose
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| 1. Ensure that the organisation complies with charity law, company law and any other relevant legislation or regulations.
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| 1. Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
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| 1. Ensure that the organisation defines its goals and evaluates performance against agreed targets.
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| 1. Uphold the good name and values of the organisation and of Plumpton College.
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| 1. Ensure that the major risks to the organisation are regularly identified and reviewed and that systems are in place to mitigate or minimise these risks.
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| 1. Ensure that the organisation has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of is its stakeholders.
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| 1. Attend Trustee Board meetings (3/year), events organised by the PCCF and other relevant events as appropriate
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**Person Specification**

* Commitment to the ethos and values of the charity & Plumpton College
* Commitment to promotion of equality, diversity and inclusion
* Experience in one or more of the following areas:
	+ Income generation/fundraising
	+ The charitable sector
	+ The land-based sector
	+ Food production and associated industries
	+ Campaign and/or event management
* Ideally, extensive business and/or social networks in one or more of the above
* An ability to work effectively as a member of a team.
* An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
* Ability to evaluate and interpret management information and other data/evidence.
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

**Other Information**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.