

Trustee Role Description



The Literacy Hubs

About the role

Job title:

Charity Trustee and Board member

Responsible to:

The Charity Commission and Companies House

Accountable to:

All employees, volunteers, community members and other stakeholders.

The Literacy Hubs is working to develop young people with the literacy skills they need to thrive. We work with young people from the least advantaged communities to improve their literacy skills and ignite a passion for reading and writing.

We work with local communities to create hubs which are designed to best support their literacy needs. Our initial hubs are focussed on areas across Portsmouth. Each hub will have a different approach because every community has different needs. We believe that by taking coordinated action at a local level to drive up literacy levels, we can support increased educational attainment and employability skills, leading to long term improvements in public health and economic engagement.

Our first hub, The Pompey Pirates, launched in the heart of the Charles Dickens Ward, Portsmouth in September 2020. The Pompey Pirates offers a unique, magical and adventurous learning environment that inspires young people to pick up a book or pen and be more creative. Our second hub, The Portsea Sailors, opens in January 2022 and is situated in Portsmouth's Historic Dockyard.

Trustee Responsibilities:

- share jointly with other members of the board in taking responsibility for the future of the charity, keeping its work within the stated charitable objectives and the formation and regular review and development of the top-level strategy and policy of the charity
- attend quarterly board meetings
- Prepare for all board meetings by reading through all relevant board papers (that will be circulated at least five working days before the board meetings)

- attend any emergency meetings that may be needed in between board meetings
- ensure that all work of the charity is compatible with the values and governing document of the charity
- ensure that the work of The Literacy Hubs is in line with the legal and financial requirements of a charity striving to achieve best practise and the best results with the young people using our services
- recruit and monitor the ongoing employment of the Chief Executive
- follow the Trustee Code of Conduct at all times
- ensure that the charity uses its' finances wisely and prudently
- ensure the financial viability of the charity
- review the risk register and relevant health and safety and safeguarding information annually and amend where appropriate
- protect the assets of the charity and ensure they are well managed
- attend all meetings and actively participate in the work of the board
- ensure that the board has an active approach to its own development and attend any necessary training or development sessions
- maintain good relations with the CEO and the team running the charity's activities
- contribute specific skills and experience to the work of the charity
- play a part in representing The Literacy Hubs locally.

Person Specification

Essential

- Able to demonstrate strategic thinking – be able to look forward at future work required by the charity and the climate in which The Literacy Hubs works.
- Able to show a commitment to the work that we do.
- Be able to describe the practical role of a board of trustees.
- Show an understanding of the immediate and long term needs to the charity.
- Able to question and challenge information received by the charity to ensure clarity of thought and decision making.
- Be able to apply good independent and impartial judgement to discussions and decisions.
- Good communication and interpersonal skills.
- Good IT literacy skills.
- An understanding of financial information and the ability to ask questions about the information provided by the Finance Committee and Finance Trustee.



Desirable

- Previous experience of working in or for the charitable sector.
- Expertise relating to leadership, communication, literacy, education, fundraising, presentations.
- Knowledge of education and the requirements for the children we support.
- Experience of working with children.
- Experience of the voluntary sector.

