



## Role Description: OXPIP Trustee

### About OXPIP

At OXPIP we help parents and their babies build close and loving relationships from the start of life. For over 20 years, we have provided time limited, intensive therapeutic support to parents and their babies from conception to 2 years old as well as training for professionals. OXPIP also works with policy makers and the general public to build awareness, support and capacity for parent-infant attachment and infant mental health.

We are a registered charity mixing local service delivery with national influence and profile. We have enjoyed good growth over the last two years, and our turnover is over £400k per annum, with a substantial part of this underpinned by long term grants. We hold over four months' reserves and have a strong board and executive management team. Working closely with other trustees and OXPIP's executive, this role is an interesting and rewarding opportunity to be part of one of Oxfordshire's most innovative and exciting charities.

### Role of the Trustees

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

### Main Responsibilities

1. To ensure that the charity and its representatives function within the legal and regulatory framework of the sector and in line with the organisation's governing document, continually striving for best practice in governance.
2. To uphold the financial duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
3. To determine the overall direction and development of the charity through good governance and clear strategic planning.

### Main Duties

1. Ensuring that the charity complies with legislative and regulatory requirements, and acts within the confines of its governing document and in furtherance of organisational activities.
2. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
3. Promoting and developing the charity in order for it to grow and maintain its relevance to society.
4. Maintaining sound financial management of the charity's resources, ensuring expenditure is in line with the organisations' objects, and investment activities meet accepted standards and policies.
5. Ensuring the effective and efficient administration of the charity and its resources.
6. To maintain absolute confidentiality about all sensitive/confidential information received in the course of trustee's responsibilities to the charity.

## **Trustee person specification**

### *Essential Criteria*

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

### *Desirable Criteria*

We are not looking for one person to meet all the desirable criteria, but we will be looking for people who meet one or more of them.

- Working with commissioners (including the NHS) or grant-making bodies
- Fund raising experience and/or relationships with potential donors
- Understanding of public health provision
- Experience of working in the third sector
- Specific knowledge of, and/or experience of working with, communities facing barriers to access to services
- Relevant academic expertise
- Experience of HR

## **Time commitment**

The trustees meet four times per year, and trustees will need to attend these meetings and review relevant papers before-hand. Trustees also may be involved in particular projects, attend OXPIP functions and so on. An average time commitment might be 0.5 to 1 days per month.

## **Compensation**

This role is not compensated, though necessary out-of-pocket expenses will be reimbursed.

## **Representation**

We are committed to equal opportunities and we welcome applicants from all sections of the community to ensure our team is representative of the population we serve.