



Trustee Role Description

About us

PACT – Parents And Children Together – is an adoption and trauma support charity helping hundreds of families every year through outstanding adoption services, specialist therapeutic support and inspirational community projects across London and the South-East of England.

Established in 1911 by the Bishop of Oxford, PACT is now one of the UK's leading charities in its field and is dedicated to the placement of children with secure and loving families and continued support through therapeutic services. Our adoption support services include our online Children And Trauma Community Hub, our Strengthening Families team of therapeutically trained social workers, our Adopter Champion team of 'experts by experience', our education support service and our FACTS service which provides therapeutic support to help children to overcome difficulties in childhood, adolescence and early adulthood resulting from early trauma and neglect.

PACT also runs community projects supporting vulnerable children and adults facing a range of issues including domestic abuse, homelessness and debt. Our current community projects include the Alana House women's community programme and Bounce Back 4 Kids domestic abuse recovery programme. Our vision is to help even more families and to initiate and provide quality services where there is currently unmet need.

Role Purpose:

To further the organisation, keeping within its charitable objectives.

Main Tasks:

1. To take part in formulating and regularly reviewing the strategic aims of the organisation.
2. With other trustees to ensure that the policy and practices of the organisation are in keeping with its aims.
3. With other trustees to ensure that the organisation functions within the legal and financial requirement of a charitable organisation and strives to achieve best practice.
4. To take a lead role on the Board for a specific business function e.g. Legal, HR, Communities, Safeguarding etc.

Main Duties:

1. Formulating strategic aims:
 - consider the organisation as a whole and its beneficiaries, whether as a member of the trustees or any of its committees, sub-committees, groups

- reflect the organisation's vision and principles, strategy and major policies at all times; and
 - contribute specific skills, interests and contacts, and support the organisation in fundraising activities.
2. Ensure policies and practices are in keeping with aims:
- follow the code of conduct at all times, particularly when exercising the functions of the trustees, or any of its committees, sub-committees, groups
 - attend meetings of the trustees; and
 - reflect the trustees' policies and concern on all its committees, sub-committees, groups.
3. Ensuring best practice:
- be an active member of the trustee body in exercising its responsibilities and functions;
 - maintain good relations with senior managerial staff;
 - take part in training sessions provided for the benefit of the trustees; and
 - fulfil such other duties and assignments as may be required from time to time by the trustee body.

Knowledge and Experience:

Individual Trustees

- Open to sharing new experiences and offering different perspectives
- Experience of using specific skills, knowledge and experience to help others reach sound decisions (ideally at Board level but not essential)
- Understanding of the legal duties, responsibilities and liabilities of trusteeship (desirable – training will be provided)
- Current knowledge of policy and best practice in chosen field

Skills and Qualities

- Ability to influence and set a strategic plan
- Able to build effective working relationships
- A willingness to devote the necessary time and effort and to participate in training offered
- A willingness to speak your mind and challenge appropriately
- Able to build external relationships and build support for PACT
- Appropriate level of IT skills or willingness to undertake training
- Committed to the values of PACT; leading by example in upholding these values and demonstrating the utmost integrity.
- Abide by the Trustees' Code of Conduct and declare your business interests, as appropriate.
- Highly effective communication and interpersonal skills;

- Strong ambassadorial and influencing skills to inspire trust and confidence quickly.
- Committed to equality of opportunity and to supporting PACT's EDEI strategy.
- Satisfactory Enhanced DBS check
- Committed to safeguarding children and vulnerable adults.