

## **Aston Mansfield Charitable Trust – Trustee Role**

### **The Organisation**

Aston Mansfield Charitable Trust (AMCT) holds an endowment fund and a number of property assets which it uses to generate grant funding for organisations which fulfil its objects, including relieving poverty, sickness and distress and advancing education and preserving and protecting the health of members of the community in East London and elsewhere. The principal grant it makes is to a connected charity, Aston-Mansfield.

### **Overview of the Role**

We have a long term ambition to redevelop one of our main sites in Newham, and are seeking a Trustee who can help with this, and with oversight of the property and facilities management of our community centre in Manor Park, Newham.

### **Specific Responsibilities**

1. To advise the Trustees on the long term planning for and development of AMCT's property assets, in line with its objects and mission
2. To advise the Trustees on the property, health and safety, and facilities management of the Aston-Mansfield Community Centre
3. To ensure that AMCT complies with its governing document, charity law, company law and any other relevant legislation or regulations
4. To ensure that AMCT pursues its objects as defined in its governing document
5. To ensure that AMCT manages its resources appropriately, and uses its resources exclusively in pursuance of its objects
6. To ensure that AMCT is accountable, both in relation to statutory accounting and reporting requirements, and in any authority that is delegated to staff or volunteers
7. To contribute actively to the board of trustees' role in giving strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
8. To safeguard the good name and values of the organisation.
9. To ensure the effective and efficient administration of the organisation
10. To ensure the financial stability of the organisation
11. To protect and manage the property of the charity and to ensure the proper investment of the charity's funds

### **Experience and qualities required**

- Knowledge and experience of property development and management
- Ability to communicate clearly and work constructively with others
- Tact and diplomacy
- A willingness to listen to the views of others but also to speak one's mind
- Ability to work effectively as a member of a team

- An understanding of the legal responsibilities and liabilities of a trustee
- An interest in, and commitment to the mission, values and activities of AMCT