



**CHARITY  
FOR CIVIL  
SERVANTS**

## **JOB DESCRIPTION**

<b>Job Title</b>	Early Career Trustee
<b>Grade</b> (internal use only)	<i>This is a voluntary role; however, travel expenses will be reimbursed fully.</i>
<b>Reports to</b>	Chair of the Board of Trustees
<b>Contract duration</b>	<p>Once formally elected on to the Board, it is expected that you will serve a single two-year term.</p> <p>The Board will have two early career trustees at one time (the first trustee appointed into the role will be asked to serve a three-year term in order to support a staggered appointment in the future whereby the experienced trustee can support the new youth trustee).</p> <p>During this term, trustees will be expected to attend a 2-hour Board meeting each quarter.</p>
<b>Location</b>	Board meetings are generally held during office hours in London with an online option via Teams, where necessary.
<b>Role Purpose</b>	
<p>The Charity for Civil Servants is a registered charity governed by a Board of Trustees. The Board is responsible for upholding the values of the Charity and guiding its strategic direction.</p> <p>The Charity for Civil Servants (previously the Civil Service Benevolent Fund) supports all Civil Servants, past and present, throughout their lives with whatever problems they may have. Through a team of trained advisors, the Charity is able to support Civil Servants to cope with a number of issues, including: reducing stress, handling debt, managing caring responsibilities, mental health and wellbeing issues, relationship breakdown, bereavement, retirement and residential care advice and dealing with emergencies.</p> <p>The Charity seeks to appoint two 'early career trustees' with the aim of:</p> <ul style="list-style-type: none"><li>• Bringing a 'youth voice' into the heart of the Charity's decision-making;</li><li>• Providing different insights to Board discussions, such as the pressures facing younger entrants to the Civil Service, how to reach our audience in different ways, etc.;</li><li>• Providing development opportunities for individuals with long-term leadership potential in the Civil Service and beyond; and</li><li>• Increasing the diversity of the Board.</li></ul>	



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Members of the Board are expected to fulfil the role of an effective Trustee as defined by the Charity Commission in compliance with legal requirements and the Charity's governing document.

<b>Key Responsibilities</b>	<b>Weighting (%)</b>
Ensuring The Charity for Civil Servants' strategic focus and ambition fulfils its mission as laid out in its governing document.	
Supporting the Chief Executive and the Executive team to monitor the Charity's impact and ensure it is effectively delivering its mission.	
Ensuring The Charity for Civil Servants is well governed and fully compliant with its own governing documents and all relevant legislation, including charity law and company law.	
Safeguarding the good name of the Charity and overseeing its financial stability	
Acting with integrity and in the best interests of The Charity for Civil Servants' beneficiaries.	
<b>Other Responsibilities</b>	
The Charity for Civil Servants is registered as a charity and a limited company. Consequently, each Trustee is also a Director of the Company and has legal responsibilities as well as potential limited liabilities.	
<b>Skills and Experience</b>	
For these current vacancies, we are looking for to appoint a mix of candidates who are in the first five years of service in their Civil Service (or public body) career.	
Candidates should be able to demonstrate the following:	
<ul style="list-style-type: none"><li>• Leadership potential, as evidenced by their line manager or other more senior colleague;</li><li>• A commitment to the values of public service;</li><li>• A track record of supporting their colleagues.</li><li>• Empathetic to the values and objectives of The Charity for Civil Servants.</li><li>• Understanding and acceptance of the legal responsibilities of being a charity Trustee.</li><li>• Good communication and interpersonal skills.</li><li>• Good team player, respectful of others' opinions and point of view, yet willing to offer constructive challenge when required.</li><li>• Strategic vision.</li><li>• Good independent judgement.</li></ul>	



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- Ability to think creatively and the willingness to speak openly.

#### **Additional information**

Time commitment:

Trustees are expected to attend and participate in the following:

- Four 2-hour Board meetings per year;
- Reading all meeting papers in advance of the Board meetings, approximately two hours required for board meetings;
- A Trustee 'away day' each year which is another half day usually on the day of a board meeting;
- One verification exercise per year;
- Occasional business conducted via e-mail; and
- Undertake any required or relevant training to the role.

This job description is not intended to be exhaustive, and the role holder may be asked to carry out other duties commensurate with the role.