

# Trustee Role Description and Person Specification

Eastside Community Trust was created in 2020 from a merger of Easton Community Centre, Felix Road Adventure Playground and Up Our Street. The three successful and well-respected charities had always worked closely and share many of the same values and aspirations for the community. It was their collective ambition for the area that brought them together.

Eastside Community Trust stewards a range of assets including an adventure playground, a community centre and four retail shops. Eastside Community Trust also delivers a community magazine to 14,000 homes and supports or delivers various community projects, events and communications. A new Board was created and has overseen the integration of the organisation over the past five years. The Board is composed of Trustees (i.e. Directors) who are voluntary and elected by Members who live or work in the area.

In 2025, the Board commissioned a governance review and an independent evaluation which confirmed how valuable the work of Eastside Community Trust is but also identified actions to strengthen our practice and develop the organisation. You can find a summary of our latest evaluation report [here](#). Over the next few years, the Board will lead on overseeing the implementation of the actions proposed, supporting our operational team and executive leadership to meet the developing challenges and opportunities that face our communities.

The majority of the Trustees must live or work in Easton or Lawrence Hill to ensure Eastside Community Trust is locally led. Currently, to ensure the board has a broad range of backgrounds and skills, we are interested in hearing from people from the African Caribbean, Somali, Roma or disabled communities and people with good experience of HR, legal, community development or families & young people.

## The role of a Trustee

1. To lead the charity in fulfilling its charitable purposes as effectively as possible with the resources available.
2. To set the overall strategic direction and provide governance for the organisation.
3. Ensure the organisation meets its aims, objectives and legal obligations and is accountable.

Trustees are directors of the company and trustees of the charity.

## General Role Responsibilities

*All Trustees share these duties and support and training is provided for those new to being a Trustee. The Board support one another and ensure they utilise the different strengths and skills of each member.*

- To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objects as defined in its governing document.
- To contribute to developing and agreeing an organisational strategy, ensuring that performance is evaluated regularly.
- To ensure the organisation uses its resources exclusively in pursuance of its objects: the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.

- To contribute actively to board meetings, bringing a range of perspectives and helping reach decisions.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation. This includes having appropriate policies, procedures and delegations in place, and monitoring them effectively, ensuring they help meet objectives.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint the CEO and monitor their performance, ensuring proper and formal arrangements are in place.
- To understand and work within the code of conduct.
- To reflect the interests of people who live and work in Easton and Lawrence Hill

### **Trustee Person Specification**

*We are looking for people who can demonstrate the following:*

- A commitment to the organisation and its vision, mission and aims.
- A willingness to devote the necessary time and effort, to read and understand information presented into to contribute to and make decisions.
- A willingness to actively contribute to discussions and listen to others' perspectives and experiences
- Strategic vision.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Good, independent judgement.
- Integrity and honest.
- Good understanding of the English language (written and verbal).
- Commitment to equalities practice and values.
- An ability to work effectively as a member of a team.
- Use any specific skills, knowledge or experience you have to help the Board reach sound decisions.
- Live or work in Easton or Lawrence Hill (to ensure we are locally led the majority of the Board must live or work in the area). In practice this is about:
  - Keeping in touch with what's concerning local people by talking to friends, neighbours, partners and attending local meetings.
  - Using your local knowledge and experiences to make sure the board makes good decisions.
  - Sharing what Eastside Community Trust is doing in your networks and celebrating and championing our work.
  - Create connections between your networks and Eastside Community Trust.

*Currently we're interested to hear from people who have/are:*

- Good experience of HR, community development, families & young people, or legal

- From the African Caribbean, Somali, Asian or Disabled communities

**What we ask of you**

- Attend a monthly evening board meeting in person, and a quarterly sub-committee meeting online, making sure you have read the papers in advance
- Attend ad-hoc meetings and occasional away days and training
- Be able to access email and WhatsApp and respond in a timely fashion.
- Be able to access the internet, emails and Microsoft 365 SharePoint documents (support can be given)
- We can offer travel and childcare expenses