

Trustee Job Description and Personal Specification

Job title:	Trustee (Business Development)
Place:	Hybrid with meetings at the London Head Office
Time Commitment	There are 5 Board meetings per year plus a strategy day. However, Catch22 operates a number of subsidiary boards and standing committees and trustees will be expected to serve on these according to interests and expertise. In addition, trustees will be encouraged to be involved in a range of events designed to support the achievement of Catch22's mission.
Reports to:	Chair of the Board
Remuneration:	The role of trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed.

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Where you fit in

As a trustee within Catch22 you will possess the ability to think creatively and strategically, and exercise good, independent judgement in helping us achieve our ambitions.

You will have responsibility for supporting our mission to generate impact whilst ensuring that Catch22 delivers on its vision and mission to build resilience and aspiration in people helping them to lead fulfilling lives for themselves and their communities.

As part of our succession planning, we are specifically looking for individuals with experience of business development and outsourced or contracting services. Who can provide strategic input for the executive on the development of profitable products or services that fulfil our purpose.

In this role you will use your specialist business and commercial experience to provide crucial expertise, guidance and leadership to our Board and its committees which is key to the charity achieving its ambitious goals.

Main Duties & Accountabilities

The key duties and accountabilities for this role will include:

- Providing thorough leadership and new ideas from industry on the areas of business development, product/service development and/or customer relationship good practice

- Making recommendations to the board on where to invest in sound business opportunities that will also achieve the organisation's purpose.
- Making recommendations on winning solutions and routes to market
- Regularly review the strategic plan and organisational policies to maintain them fit for purpose
- Assessing the viability of the Catch22 development pipeline and advising the board of key opportunities and or risks
- Ensuring that Catch22 has a clear vision, mission and strategic direction and is focused on achieving this
- Ensure that the organisation sets aims and objectives that reflect its values, looks positively to the future and how the organisation's mission is to be achieved;
- Being responsible for the performance of the charity and for its "corporate" behaviour; ensuring that the charity complies with all legal and regulatory requirements
- Undertaking an ambassadorial role for the Catch22 where opportunities arise
- Prepare, attend and contribute constructively to meetings of trustees
- To ensure that conflicts of interest and professional boundaries are declared and handled sensitively in accordance with Catch22 policies
- Ensure that the organisation is adequately resourced and acts as a responsible employer
- Ensure that there are procedures which encourage good practice and for dealing effectively with malpractice or misconduct
- Reflect annually on the board's performance and your own performance as a trustee
- Attend identified training when necessary

What does good look like for this role?

- A trusted advisor to the Catch22 Board as well as the relevant sub-committees
- A visible ambassador for Catch22, promoting our work across all networks, with the ability to build strong and effective relationships with all key stakeholders
- A strong understanding of contracting and outsourcing services and business development. Ideally with a good working knowledge of the Charities sector and its obligations
- A provider of strategic management, creating ideas and delegation
- Appreciate the objectives of the organisation, why it exists and how it operates
- A passion for the work we do and a commitment to bring about positive change.
- A willingness to devote the necessary time and effort

What you will bring?

- Strategic oversight and leadership, to support Catch22 in the delivery of its mission
- Ability to ensure that Catch22 operates in accordance with the principles of good governance, complying with charity law, company law and any other relevant legislation or regulations
- Understanding of the duties and responsibilities of being a Board and Committee Member
- Strong business and commercial experience, with experience of contract management from local authorities and undertaking Business development activities
- An understanding of third sector social business and what we need to do to source work.
- An understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- Experience of contract management and organisational growth
- Ability to work at a strategic and visionary level whilst understanding the detail and complexities of delivery, and the influencing skills needed to bring staff and stakeholders along with plans
- Extensive networks and a willingness to draw on contacts as appropriate (Desirable)