Job Description



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| Job title |  | Trustee |
| Team |  | Board of Trustees |
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| Reporting to |  | Chair of Trustees |
| Time Commitment |  | Trustees are expected to attend all board meetings. Board meetings are held 5 times a year during normal office hours. One meeting each year is allotted to strategic planning. The other three meetings last approximately 2 hours and are usually at SPANA’s offices in London/Microsoft Teams. |



**To ensure, working with the other Trustees of SPANA, that the charity is effectively and efficiently managed and to act with an understanding of the Governance role of charitable Trustees.**

Summary of role

**Our mission is to improve the welfare of working animals in the world’s poorest communities. We do this through treatment, training and teaching. We TREAT by providing free veterinary care when animals suffer or when emergencies strike. We TRAIN by building expertise among vets and promoting humane care by animal owners. We TEACH children to develop positive beliefs, respect and compassion towards animals.**



Our mission

**Our vision is a world where every working animal lives a life free from suffering and is treated with compassion**

Our vision

* Ensuring that all of the charity’s activities are within the law and ensuring accountability as required by law
* Ensuring accountability to other stakeholders such as donors, beneficiaries, staff, volunteers and the general public
* Ensuring that all of the charity’s activities come within its charitable objects
* Determining the charity’s mission and purpose
* Ensuring that the charity’s ethos and values are upheld
* Developing and agreeing the charity’s policies
* Developing and agreeing strategies and plans for the operation of the charity
* Agreeing the budget and monitoring financial performance
* Ensuring that the charity has adequate resources for its operations
* Ensuring that any property, assets and other resources are managed effectively
* Monitoring the operational work of the charity
* Ensure that SPANA complies with its governing document, with charity law and any other relevant legislation or regulations that govern the conduct of the charity as an organisation
* Ensure that SPANA pursues its charitable objects as defined in its governing document
* Ensure that they contribute actively to the Council’s role in giving firm strategic direction to SPANA, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
* Ensure that risks to and within SPANA are assessed and managed
* Ensure the good name and values of SPANA
* Ensure effective administration of SPANA, including supervising and supporting any staff and volunteers employed.
* Ensure the financial stability of SPANA.

All Trustees are expected to use their specific knowledge or experience to help the Board reach sound decisions. They are expected to scrutinise any papers provided for Board discussion, and to contribute such papers as requested and agreed by the Board; to lead and contribute to discussions; to provide advice and guidance as appropriate on initiatives that may be developed by SPANA.



Key responsibilities



PERSON SPECIFICATION

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| KNOWLEDGE, EXPERIENCE & ATTRIBUTES | **A Trustee much have:**  • a commitment to SPANA’s mission  • a willingness to meet the minimum time requirement • integrity  • strategic vision  • good, independent judgement  • an ability to think creatively  • a willingness to speak their mind  • an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship  • an ability to work effectively as a member of a team and to take decisions for the good of SPANA.  **The board of trustees collectively needs skills and experience in the following areas:**  • financial management, income generation and enterprise  • public policy and public affairs  • national and local government and statutory bodies  • digital strategy  • human resource management  • funding/foundations  • collaborative partnerships  • social investment and impact |



Our values

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| Excellence | * We are motivated by our colleagues, beneficiaries and supporters to be the best we can be. * We seek excellence in our work and are not afraid to try new things. * We are passionate and optimistic; we work through barriers to achieve success. * We are brave and courageous in all aspects of our work. |
| Respect | * We are tolerant and considerate of everyone’s rights, cultures and beliefs. * We treat everyone equally, with dignity and respect. * We engage with sensitivity and compassion, taking time to listen and understand situations in order to make informed decisions. * We empathise with our beneficiaries and use both kindness and our professional expertise to relieve their suffering. |
| Integrity | * We use our resources ethically and consider SPANA’s sustainability. * We are accountable, taking responsibility for, and ownership of, our work. * We make decisions with integrity and have the courage to stand by them. * We act with honesty and humility and are not afraid to fail so that we can all learn. * We are loyal and diligent in all aspects of our work, persevering to overcome challenges. |
| Collaboration | * We cooperate as a team, empowering each other and the communities with which we work. * We support one another, with a flexible and adaptable approach to get the job done. * We share SPANA’s vision, values and goals. * We value everyone’s contribution - their knowledge, skills and professional expertise - to achieve our collective goals. |