

## ECT Charity is currently recruiting Trustees

---

### 1 Position

Trustee of ECT Charity.

### 2 Summary of role

The role of the Trustee is to ensure that ECT Charity complies with its legal obligations, ensuring that good practice is followed at all times in relation to the governing documents, charity law, company law and any other relevant legislation or regulations. ECT Charity's Trustees have ultimate responsibility for the organisation, including finance, organisational strategy and employees. Trustees are accountable to Companies House, Charity Commission, funders, beneficiaries and other regulatory authorities.

### 3 Background information on ECT Charity

ECT Charity is a leading charity in the UK which provides high quality, safe, accessible and affordable transport in the communities in which it serves, thereby increasing community engagement and participation therefore improving the quality of people's lives. It is a charity and a social enterprise that uses high-calibre staff to deliver transport solutions to people who need assistance with their mobility, to community groups and to transport commissioners.

The transport solutions provided by ECT have been developed to cover a specifically identified and unmet local transport need. Its target market comprises those people who cannot use mainstream public transport due to mobility or other difficulties, or because ordinary public transport or other services have been withdrawn from their area.

ECT Charity has a fleet of modern, well-equipped vehicles which are driven by highly-trained staff who combine the technical skill of dealing with individuals with a wide range of needs with the patience and consideration needed to create a safe and enjoyable journey. For some passengers, these journeys represent their only social interaction in their everyday lives. ECT Charity's services are currently provided from its business units in Ealing, Cheshire, Milton Keynes and Dorset.

In 2012, ECT Charity delivered, as lead partner, the London 2012 Accessible Shuttles project on behalf of the Olympic Delivery Authority. This large-scale, complex project was recognised as one of the outstanding transport successes of the London 2012 Olympic and Paralympic Games and positioned accessible transport at the heart of future Olympic planning. The success of this project not only placed the provision of accessible transport high on the agenda of transport providers, but also provided a platform from which ECT Charity was able to demonstrate the professionalism and capacity of the community transport sector as a whole, and specifically of ECT Charity as the leader of that sector. ECT Charity now has a window of opportunity to maximise the benefits of the legacy of the London 2012 project and is seeking to develop its business units. Find more information on ECT Charity's London 2012 legacy, please copy this link to your browser: <http://bit.ly/184XeyJ>

## **4 Responsibilities of ECT Charity's Trustees**

### **4.1 Overall responsibility**

Trustees have and must accept ultimate responsibility for directing the affairs of ECT Charity and for ensuring that it remains solvent, well-run and delivers the charitable outcomes for the benefit of the public in accordance its Articles of Association.

Together with the other Trustees, to hold ECT Charity in "trust" for current and future beneficiaries by:

- ensuring that the charity has a clear vision, mission and strategic direction and is focused in achieving them;
- being responsible for the performance of the charity and for its corporate behaviour;
- ensuring that the charity complies with all legal and regulatory requirements;
- acting as guardians of the charity's assets (both tangible and intangible), taking all due care over their security, deployment and proper application; and
- ensuring that the charity's governance is of the highest possible standard.

In addition, the Trustees are responsible for the recruitment of the ECT Charity's Chief Executive and for on-going monitoring of his/her work in the day-to-day running of the organisation.

### **4.2 Compliance**

The Trustees must ensure that:

- ECT Charity complies with all relevant charity law, and with the requirements of the Charity Commission;
- ECT Charity prepares reports on what it has achieved as well as Annual Returns and accounts as required by law;
- ECT Charity does not breach any of the requirements or rules set out in its governing documents and that it remains true to the charitable purpose and objects set out therein;

- comply with the requirements of all relevant legislation and regulations that govern the activities of the charity, including transport legislation and regulation; and
- act with integrity, and avoid any personal conflicts of interest or misuse of ECT Charity's funds or assets.

### 4.3 Duty of prudence

The Trustees must:

- ensure that ECT Charity is and will remain solvent;
- use charitable funds and assets reasonably, and only in furtherance of ECT Charity's charitable objects as set out in the Articles of Association;
- avoid undertaking activities that might place ECT Charity's funds, assets or reputation at undue risk; and
- take special care when investing ECT Charity's funds or when borrowing funds for the charity to use.

### 4.4 Duty of care

The Trustees must:

- use reasonable care and skill in their work as Trustees, and use their personal skills and experience as appropriate in order to ensure that the charity is well-run and efficient; and
- consider seeking external professional advice on all matters where there may be material risk to the charity, or where the Trustees may be in breach of their duties.

### 4.5 Other duties

In addition to the statutory duties outlined above, Trustees are expected to use their specific skills, knowledge and/or experience to assist the Board in reaching sound decisions. This may involve:

- scrutinising board papers;
- leading discussions;
- focusing on key issues;
- providing guidance on new initiatives;
- taking advice from ECT Charity's key stakeholders, including transport scheme members, employees and/or key clients such as local authorities; and
- any other issues in which the Trustee has special expertise.

For further general information on the roles and responsibilities of a charity trustee, please refer to the Charity Commission's guidance by pasting the following link into your browser:

<http://bit.ly/1cnT8Rs>



## 5 Experience

We are particularly interested in applicants with one or more of the following skills and/or experience:

- management within a medium sized organisation;
- experience in the not-for-profit/public/commercial sector;
- financial management;
- HR issues;
- legal issues;
- ability to put forward users' perspective;
- management or board level experience in passenger transport service provision; and
- building networks and alliances.

## 6 Time Commitment

Trustees are appointed for an initial 3-year term, with the option of extending this to a maximum of 6 years.

Board meetings are held once every two months at ECT Charity's headquarters in Greenford, west London. Each meeting lasts for 2-3 hours and is held in the evening. In addition to these Board meetings, Trustees may be required to attend sub-committee meetings as well as comply with any Trustee duties that may arise from time to time.

## 7 Benefits

The position of Trustee is on a voluntary-basis and is unpaid.

## 8 Requirements

Trustees are required to sign a declaration of eligibility to act as a trustee, and upon appointment, sign a register of interests to declare any potential conflicts or interests.

## 9 How to apply

For more information, please contact Anna Whitty ([anna.whitty@ectcharity.co.uk](mailto:anna.whitty@ectcharity.co.uk) or 020 8813 3210).

Applications should be emailed to Anna Whitty, with CV attached.

Please note that ECT Charity is an Equal Opportunities employer.