



Job Overview

Job Title:	Trustee
Responsible to:	Chair of Trustees
Hours:	Flexible (see details below)
Salary:	Voluntary
Contract:	A trustee term is 3 years
Location:	We are based in South Yorkshire but Trustees can be all over the world.

PHASE Worldwide (PWW) is a UK registered charity that supports empowerment of people and communities, whoever and wherever they are in the world. We do this by supporting integrated and sustainable programmes to create opportunities for empowerment.

Currently, much of our work is in Nepal, where poor health, low levels of education and few livelihood opportunities trap people within a cycle of poverty and prevents communities from taking control of their lives. We are looking to expand our work achieving empowerment in communities across the world. In the UK we have a partnership with Cine Schools, working with young people to achieve self-empowerment through film.

The Role

PHASE Worldwide is led by a Board of Trustees. The Board is responsible for overall governance and strategic direction of the organisation. Being a PWW Trustee will allow you to make an important contribution to current work and future direction, including supporting development of our organisational strategy.

Within the Board of Trustees, sub-committees. These include: Organisational Development and Partnerships, Fundraising and Communications, Finance and Risk, Governance and HR and GP working group some of which you would be part of. The Board manages risk collectively and uses committees to support PHASE Worldwide's work and charitable objectives.

Our fundraising involves both trust and foundation grant applications, as well as appeals, events and campaigns. We have recently run fruitful large-scale appeals and are looking to expand on this success. As fundraising faces challenges from cost-of-living crisis and overseas aid cuts, we are also exploring diversification of our funding. All our Trustees fundraise in some way.

Role Purpose

General charity governance responsibilities for all Trustees,

Operational responsibilities are carried out by our Director and Director's PA.

Duties and Responsibilities

- Support and provide advice on PHASE Worldwide's purpose, vision, goals and activities.
- Ensure accounts and other financial reports are produced in the correct form and on time as required by the Charity Commission and independent examiners
- Monitor the overarching strategic management of the charity's financial resources
- Contribute to regular reviews of PHASE Worldwide's own governance.
- Attend four Trustee meetings a year and working groups as required adequately prepared.

- Being an active championing of PHASE Worldwide and actively supporting its fundraising efforts.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve PHASE Worldwide's financial statements.
- Provide support and challenge to PHASE Worldwide's Director in the exercise of their delegated authority and affairs.
- Keep abreast of changes in PHASE Worldwide's operating environment.
- Use independent judgment, acting legally and in good faith to promote and protect PHASE Worldwide's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of PHASE Worldwide's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

Person specification:

Knowledge and Experience

- Empathy for PHASE Worldwide vision mission and values

Skills and Attributes

- Ability to work successfully with others across the organization to achieve objectives
- Good teamwork and communication skills

We are currently specifically looking for people with skills in any of the following areas

- Charity Governance
- HR
- Medical expertise
- Fundraising

Our Commitment to You

We offer a talented and passionate team of staff and trustees working closely together - all hugely committed to empowerment of people in Nepal and across the World.

You are welcome to come get in touch to have a chat with the Director Lyndsey McLellan.

lyndsey@phaseworldwide.org.

Safeguarding

Please note, PHASE Worldwide has a safeguarding policy in place to protect vulnerable persons and this will be referenced during the recruitment process. The successful applicant will be required to provide two written references before being appointed in accordance with the terms of the Misconduct Disclosure Scheme.

Equality, Diversity and Inclusion

PHASE Worldwide promotes equality, diversity, and inclusion in our workplace. We want a diverse organisation where all members of the community are represented and encourage applications from candidates from all backgrounds.

To Apply

To apply for the role, or to arrange an informal chat about the opportunity, please send a copy of your CV and brief cover letter (1 page) to Lyndsey McLellan, Director of PHASE Worldwide, lyndsey@phaseworldwide.org