

## **1. JOB DESCRIPTION**

1.1	TITLE	Director
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBILITIES	Chief Executive Officer

## **2. OVERALL PURPOSE OF POST**

2.1 To ensure the correct and lawful running of Crossroads in delivering a high standard of service delivery in carrying out its purpose for the public benefit.

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 To ensure that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- 3.2 To ensure that the organisation pursues its objects as defined in its governing document for the public benefit.
- 3.3 To ensure the organisation uses its resources exclusively in pursuance of its objectives: 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.
- 3.4 To safeguard the good name and values of the organisation.
- 3.5 To ensure the effective and efficient administration of the organisation ensuring the charity is accountable for its decisions and in its delivery of services.
- 3.6 To ensure the financial stability of the organisation.
- 3.7 To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- 3.8 To appoint the chief executive officer and monitor their performance.
- 3.9 To ensure effective safeguarding policies and procedures are in place across the organisation.
- 3.10 In addition to the above statutory duties, each director should use any specific skills, knowledge or experience they have to help the board of Directors reach sound decisions.

## **4. OTHER INFORMATION**

4.1 Some contact with children and vulnerable adults is to be expected.

## PERSON SPECIFICATION

<b>Skills and Experience</b>
Commitment to the organisation
Willingness to devote the necessary time and effort
Strategic vision
Good, independent judgement
Ability to think creatively
Willingness to listen
Willingness to speak their mind
Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
Ability to work effectively as a member of a team
Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
Knowledge of carers' needs and the issues affecting them
Willingness be involved with fundraising projects that may involve weekend or evening commitment