TEMPO TRUSTEE ROLE DESCRIPTION

About Tempo

Tempo is passionate about the way Time Credits can be used to enable local communities to become strong and resilient. We do this by working in partnership with local community development organisations. Tempo helps build and sustain these partnerships and Time Credits are the glue that hold these partnerships together.

We are just about to embark on an exciting journey and will be launching Digital Time Credits in early 2021. They will replace our current Paper Time Credits (almost 1m issued to date). It will enable us to move from supporting 39 local partnerships (involving over 1,000 organisations) to covering the whole of the UK. We have just started working with the Welsh Government and will be rolling out a Digital Time Credit programme in every part of Wales.

We are ambitious for our future and need a strong and diverse board who can help us grow and develop.

About the role

As a Trustee and Director, you will have collective accountability, with your Board colleagues, for overseeing Tempo’s governance and strategic direction. It’s a role that is challenging, inspiring, engaging and it matters.

As an effective member of the Board, you will ensure Tempo pursues its vision and purpose, whilst complying with its governing document. Led by the Chair, you will work in partnership with our Chief Executive Officer (CEO) to support our staff, helping them achieve Tempo’s objectives.

Tempo adopts the Charity Commission’s guidance to set out the main duties of the Trustees. These are:

1. To ensure Tempo is carrying out its purposes for the public benefit
2. To comply with Tempo’s governing document and the law
3. To act in Tempo’s best interests
4. To manage Tempo’s resources responsibly
5. To act with reasonable care and skill
6. To ensure Tempo is accountable

These duties include, but are not limited to responsibility for:

* The legal and financial integrity and the sound financial health of Tempo.
* Overseeing strategic plans and the annual review of long-term strategic objectives.
* The continual process of organisational risk assessment and management.
* Approving organisational policies.

In practice, your commitment will look something like this:

* To prepare for and participate in Board meetings on a bi-monthly basis (usually 2 hours in the early evening).
* To support one or two time-limited workstreams, which reflect your skills and experience, according to the organisation’s current business plan. This involves participating in workstream meetings and supporting senior managers to deliver the workplans, providing assurance to the Board that delivery is well-managed and within budget, and risks are being identified and addressed proactively.
* To take a Board governance lead in a specific area of Tempo’s business (e.g. data protection; safeguarding).
* To participate in an annual Board ‘away day’ focussing on strategy and planning for the year ahead (usually held in February).
* To act as an ambassador for Tempo across your own networks, in line with targeted organisational plans for profile-raising and PR.
* Occasionally to attend events as a Tempo representative.
* To cultivate potential business opportunities in full consultation with the Chair and CEO.
* To engage meaningfully in an annual appraisal process with the Chair of the Board.

About the benefits

Tempo is a great organisation to be involved with - we have a strong, dedicated Board of Trustees, and a brilliant team of people, led by the CEO.  We are delighted that you are thinking of joining us and we like to show our appreciation. During your term, we will provide you with opportunities to grow and learn through training. Our thorough induction will prepare you for your role. It includes the opportunity to meet our staff and volunteers. We aim to be flexible, giving you the option to join our meetings virtually. If you do travel, we will reimburse the costs.

**Term of Office**

Each Trustee is engaged for a term of office of three years. It is possible for the Board to renew the Trustee’s appointment for a second term of another three years. The maximum term of office for any Trustee is thus six years.

About You

Tempo is looking to recruit passionate individuals to complement the skills and backgrounds of its current Board of Trustees. There is no typical profile for a Tempo Trustee. We’re interested in people from a variety of backgrounds.

We encourage you to look at the Charity Commission’s guidance about becoming a Trustee to ensure it is right for you (link below).

All we ask is that you are able to demonstrate the following skills and behaviours:

**Essential for all Trustees (incorporating the National Occupational Standards for Trustees):**

* Guide the organisation by setting the highest standard in upholding integrity and ethical behaviour;
* Be committed to the purpose, objectives and values of Tempo;
* Advocate positively for Tempo both within and outside the organisation;
* Inform strategy development by identifying gaps in current delivery or evidence;
* Ensure Tempo balances effective risk management with the need for timely actions;
* Actively challenge the status quo to find new ways of doing things, looking for good practice;
* Be able to make collective decisions and stand by them;
* Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly;
* Develop a positive and compelling vision of Tempo’s future potential, demonstrating confidence in the strategic direction of Tempo;
* Actively listen to others and be open to their ideas;
* Have effective communication skills, including the ability to influence others;
* Promote a positive culture that respects diversity and deals with barriers to inclusion;
* Build alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights;
* Synthesise the complex viewpoints of others, recognising where compromise is necessary and broker agreement;
* An understanding of the legal duties and responsibilities of a charity;
* Treat Tempo information as sensitive and confidential.

**Desirable for all Trustees:**

* Knowledge of Tempo’s work and the environment in which it operates.

**In addition to the above core skill set, we are looking for individuals who have experience in any of the following areas:**

* Digital / Data / ICT
* Brand and Marketing
* Business Development and Sales
* Influencing External Partners / PR
* Charity / Not for Profit Governance
* Legal
* HR

Before you apply, please check that you do not meet any of the disqualification criteria for Trustees as set out by the Charity Commission on their website [www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved)

**Equal Opportunities**

Tempo is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.

We want to ensure that our Board reflects the diverse group of people that we serve and encourage applications from all sectors of the community.

**Additional information**

The above list is not exhaustive. Trustees are expected to work constructively with the Chair and CEO to carve out a role that plays to their individual strengths and enables them to fully contribute their talents and passions to Tempo.

This role description was last reviewed in July 2020. It will be reviewed again by July 2022 at the latest.