



ROLE DESCRIPTION

Role Title:	Trustee
Reporting to:	Chair
Salary:	Unpaid role, reasonable expenses paid

The **purpose** of this role is to act collectively with the other CCS Trustees to take decisions and govern the charity.

Key tasks include:

- Legal oversight of the charity, ensuring CCS complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that CCS pursues the charitable objects as defined in the Articles of Association and is focused in achieving them for the benefit of the public.
- Setting the charity's strategic direction including a clear vision, mission and strategy; setting targets and evaluating performance against agreed targets.
- Responsibility for the charity's financial security; acting as guardians of the charity's assets, taking all due care over their security, deployment and proper application.
- To ensure the effective and efficient administration of CCS.
- The appointment of the CCS' Chief Executive and ongoing monitoring of their work in the day to day running of the organisation. While the day to day running of the charity is delegated to the CEO, the trustees are ultimately legally responsible.

For further information of the role and responsibilities of a charity Trustee please refer to the Charity Commission's guidance [here](#)

Person Specification:

- The lived experience of going through the adoption process and adopting a child or children.
- Interpersonal skills to work supportively with staff, if/when required
- An appreciation of the financial aspects of running an organisation.
- The ability to work collaboratively, offering constructive challenge and supporting collective decisions.
- Good, independent judgement and integrity
- Willingness to learn and an openness to new ideas.

Checks and Compliance:

As part of our commitment to safe and fair recruitment, all trustee appointments are subject to appropriate checks. This includes identity verification, reference checks, and a Disclosure and Barring Service (DBS) check. Trustees must also confirm eligibility under charity law and complete a declaration of interests to ensure transparency and integrity.