



TRUSTEE ROLE DESCRIPTION

1. Introduction

- Neighbourhood Watch Network (NWN) is a Charitable Incorporated Organisation (#1173349) that acts as the umbrella organisation for the voluntary crime prevention movement in England and Wales in which over 2 million people volunteer within their local communities.
- NWN is governed by a board of between 4 and 12 trustees who are initially co-opted by the board, through open recruitment and interview to assess their fit with the person specification (section 4). They then stand for election by the charity's members at the next Annual General Meeting. The NWN Constitution requires one-third of the board to retire each year at the AGM but retiring trustees may stand for re-election up to a maximum term limit of nine years.
- NWN's work is delivered by a Central Support Team comprising a CEO and a small permanent staff team based in London. The functions of the team are to: support the organisation, volunteers and Associations; develop, promote and share good practice; fundraise for NWN and the organisation; develop training for volunteers; develop and deliver the strategic aims of the movement; develop policies and guidance. This is all done in liaison with the members and Associations.

2. Charitable Purpose

NWN aims to reduce crime and the fear of crime by supporting grass-roots community initiatives that partner with the police, other public services and the voluntary sector. By promoting good citizenship and encouraging public participation, this work helps people be safer and contributes to greater community cohesion and resilience.

3. Duties of Trustees

- a) Ensure that NWN complies with its Constitution, charity law, and any other relevant legislation or regulations
- b) Ensure that NWN pursues its objects as defined in its Constitution
- c) Ensure NWN's financial stability
- d) Ensure NWN applies its resources exclusively in pursuance of its objects.
- e) Safeguarding NWN's good name and values
- f) Providing strategic direction to management by setting overall policy and defining goals and targets, and exercising oversight and scrutiny in evaluating delivery of the strategy.

- g) Oversee the work of the CEO, setting their remuneration and personal objectives and evaluating their performance, and acting as a “critical friend” to the CEO through support and constructive challenge.
- h) Ensure that the board operates in the interests of NWN itself and not in the interests of any of its members, or other groups, or of external bodies.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

The Charity Commission publishes a guide to [The Essential Trustee](#) which provides more detailed information.

4. Person specification

We recognise that increasing the diversity of our board so that it better reflects the communities we serve will help us do a better job as a charity. We are therefore very keen to involve young people, people from the LGBTQ+ community, those with lived experience of disability or who have been victims of crime, as well as people from different cultures and ethnic backgrounds. We will support people for whom this would be their first trustee role to learn about the responsibilities of trusteeship.

To become a trustee of NWN you need to be able to demonstrate that you -

- support the values and ethics of the NW movement and act with integrity, including handling sensitive and confidential information. You should also demonstrate a commitment to equality and diversity and an understanding of the factors that can limit inclusion.
- are willing to learn about the work of the charity and the role of a trustee, to commit the time needed for the role (on average about 8 hours a month) and to abide by the charity’s policies including confidentiality, data protection, and safeguarding.
- are able to read reports, analyse information and exercise good judgement and use of evidence in making decisions.
- will contribute to the board and committees by reading reports, attending regularly and participating in discussions by active listening and challenging constructively where necessary.
- Can identify and understand where conflicts of interests may arise and ensure they are reported and managed.

While you don’t need specialist knowledge or experience to apply, in this round of recruitment we are also keen to hear from people who can provide leadership to the board in the following areas

- Fundraising and income generation, particularly from grant making bodies in the public sector and from charitable trusts and foundations,
- Marketing and communications, especially in how we can engage with a broader and more diverse audience, including better use of social media.
- Knowledge of charity finance, or with general accounting knowledge who would be willing to learn about the charitable context.
- Knowledge of policing and public safety in England and Wales and trends in policy development.

5. Eligibility

As a Charitable Incorporated Organisation we can accept people as trustees who are aged 16 or over. You must not have been disqualified as a company director or removed from a position as a charity trustee, have an unspent conviction for an offence involving dishonesty or deception (such as fraud) or be an undischarged bankrupt

6. Time Commitment

- The board normally meets quarterly with an additional AGM and one/two strategic meetings. Meetings are scheduled on weekday afternoon/evenings and are a mix of on-line and in person meetings in Central London.
- New trustees are expected to participate in an induction programme and to undertake training in any areas in which they require development.
- Trustees are also expected to be available for discussions between board meetings via email or telephone and to participate where possible in working groups and task forces where their expertise is relevant.
- Trustees may also occasionally be asked to represent the board at public events, meetings of member Associations or with the charity's partners.
- Overall the minimum time commitment of trustees would equate to around 10-12 hours per month (with additional time required of officers such as the Chair, Vice-Chair, Treasurer and Secretary).