

## Trustee of the Forces Employment Charity

### JOB DESCRIPTION

We are looking for a Charity Trustee to join our board and help us achieve our mission of providing lifelong, life-changing support, jobs, and training opportunities to veterans, irrespective of circumstances, rank, length of service, or reason for leaving.

As a Charity Trustee, you will ensure that the charity is well-governed, financially sustainable, and compliant with the relevant laws and regulations. You will also contribute to the strategic direction and oversight of the charity's activities and provide guidance and support to the staff and volunteers.

Our priority for this position is a person who has empathy for our Armed Forces community. To augment the skill mix of our Board, we are particularly looking for individuals with financial or legal experience, though applications are welcomed from all areas of business and the community.

To be a Forces Employment Charity Trustee, you need to have:

- A commitment to the Charity's vision, mission, and values
- An understanding of the duties and responsibilities of a charity trustee
- Good communication and interpersonal skills
- The ability to work as part of a team and to respect different opinions
- The willingness to devote the necessary time and effort to the role, which includes attending board meetings, reading papers, and participating in events and training
- The ability to act with integrity, honesty, and in the best interests of the charity

We are looking for people who share our passion for supporting the Armed Forces community and have the skills and experience to make a difference. We welcome applications from candidates of all backgrounds, cultures, genders, sexual orientations, abilities, and ages. We believe that diversity enriches our organisation and helps us achieve our mission. We are committed to providing an inclusive and supportive environment where everyone can be themselves and contribute to our vision.

### Forces Employment Charity values

- **Expert** – We are always professional and knowledgeable, delivering the highest quality support.
- **Supportive** – We are respectful, helpful and empathetic to the needs of others.
- **Passionate** – We genuinely believe in our cause and have a powerful desire to support our clients.
- **Open and honest** – We trust each other, are open and candid, and take ownership of our actions.
- **Resilient** – We are flexible and adaptable to change, encouraging innovation and creativity.
- **Collaborative** – We thrive on new challenges and building relationships and partnerships.

**How much time would be needed from an FEC Trustee?**

The Board meets quarterly for full Board meetings, and most Trustees have additional responsibilities for one of our committees (Finance, Remuneration, Nominations). In addition, attendance at an annual Away Day and/or our Annual Conference is ideal.

### **Process**

To apply for the role of FEC Trustee, please write to the Chair of Trustees (via [iain.downie@forcesemployment.org.uk](mailto:iain.downie@forcesemployment.org.uk)), providing details of why you would like to join the Board and the skills that you would bring to our Team and enclosing an up-to-date CV.

Shortlisted candidates will be invited to interview with a panel of Trustees chaired by the Chair of the Nominations Committee. Interviews are expected to be held in the week commencing 12 August 2024. The successful candidate's appointment is expected to be formally approved by the Board of Trustees on 12 September 2024.

For further information on the role or the Charity, please do not hesitate to contact our Chief Executive, Alistair Halliday ([Alistair.halliday@forcesemployment.org.uk](mailto:Alistair.halliday@forcesemployment.org.uk)) or our Director of Resources, Iain Downie ([iain.downie@forcesemployment.org.uk](mailto:iain.downie@forcesemployment.org.uk)).