

Person specification

Job Title: Federation trustee

Federation:

Date Updated:

Qualities	Essential
<p>Personal qualities (e.g.)</p> <p>Inclusive Friendly and approachable Confident Team player Leader Reliable Enthusiastic</p>	<p>What type of person would ideally suit this role or the team?</p> <ul style="list-style-type: none"> • Approachable and friendly • Pro-active in supporting and developing a diverse and inclusive culture throughout the federation, making the WI open for all women • Open to learning and new initiatives • Works co-operatively as part of a team • Able to remain calm under pressure and good at problem-solving • Organised and delivery-focused • Ability to build rapport with others • Excellent communicator • Reliable and accountable • Passionate about the WI and what it offers.

Qualities	Essential	Desirable
<p>Experience (e.g.)</p> <p>Job-related experience Voluntary experience</p>	<p>What work or voluntary experience is required to do the role?</p> <ul style="list-style-type: none"> • Experience of work as part of a team or committee • Experience of communicating to different audiences • Experience of basic administration (creating documents, financial administration etc) 	<p>Desirable experience which may enhance performance in the role</p> <ul style="list-style-type: none"> • Previous experience of being a trustee • Experience of creating and managing budgets • Experience of working to or establishing strategic objectives • Experience as a line manager; including undertaking appraisals, recruitment of both paid and volunteer staff • Experience of working within legal and regulatory requirements

Qualities	Essential	Desirable
<p>Skills/abilities (e.g.)</p> <p>Technical or specialist Management Administrative Customer service</p>	<p>What skills, talents/abilities are required to do the tasks in the role description?</p> <ul style="list-style-type: none"> • Ability to work online and use social media • Good written and oral communication skills • Able to delegate appropriately and effectively • Able to work towards time deadlines • Willing to seek opportunities to work in a flexible manner to the benefit of members and the wider NFWI • Understand the importance of, and be able to, protect the WI brand, ethics and values of the organisation • Able to gather and analyse information to support informed decision-making process • Understanding and demonstration of ‘cabinet responsibility’ for collective decisions • Able to engage in constructive debate to reduce risk • Able to analyse reports presented to committee and understand full implications of them e.g. treasurer’s report, proposals. 	<p>Desirable skills which may enhance performance in the role</p> <ul style="list-style-type: none"> • Strategic planning • PR and media skills

Qualities	Essential	Desirable
<p>Knowledge (e.g.)</p> <p>Understanding of employment law and accounting practices</p>	<p>What level of knowledge or how much understanding in a particular area is required to do the tasks in the role description?</p> <ul style="list-style-type: none"> • Good understanding of governance: constitution, charitable objects, articles of association etc • Understanding of the role of relevant governing bodies such as the charity regulator in your jurisdiction, Financial Ombudsman, Companies House • Broad understanding of legislation and know where to go for accurate up-to-date information. 	<p>Desirable knowledge which may enhance performance in the role</p> <ul style="list-style-type: none"> • Negotiating and establishing contracts • Health and Safety • Data Protection • Equality Act 2010 • Safeguarding • Understanding and mitigating against risk.