

King's Lynn Night Shelter Trustee Role Description

King's Lynn Night Shelter is a Registered Charity established in 2017 to provide emergency accommodation and assistance for anyone with nowhere safe to stay. We are currently open for nine months of the year October-June with 24-hour accommodation for 8 guests in single rooms. The Night Shelter employs a team of paid staff, led by a Co-ordinator, and supported by a number of volunteers. The Night Shelter Trustees have an essential role in ensuring the Charity is fulfilling its objectives, is taking a responsible approach to its funds, is working within the law, and is planning for the future.

The Charity works closely with the Diocese of Norwich as our Safeguarding Provider. The role description for our Trustees takes into account the requirements of our Safeguarding Provider as well as the Charity's own needs from the role.

The Charity takes the safety of everyone at the Night Shelter very seriously and expects that everyone will work within the Night Shelter's safeguarding policy. In particular, the Charity expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Charity's Safeguarding Officer (the Co-ordinator) or Trustee for Safeguarding, the Bishop's Safeguarding Adviser (BSA) or Assistant BSA.

Our work with adults who are vulnerable means we should have a commitment to:

- Treat individuals with respect
- Recognise and respect their abilities and potential for development
- Work in ways that meet and develop the personal, spiritual, social and pastoral needs
- Promote their rights to make their own decisions and choices, unless it is unsafe
- Ensure their welfare and safety
- Promote of social justice, social responsibility and respect for others
- Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

Role	Trustee
Responsible to	Chair of Trustees
Key Responsibilities of the Role (tasks to be undertaken)	
<ul style="list-style-type: none"> • Attend meetings of Trustees (typically 6 meetings per year) and Annual General Meeting. • Support and promote the interests of the Night Shelter Charity. • Be familiar with safeguarding policies and receive information and updates from the Safeguarding Officer (the Co-ordinator) or Trustee for Safeguarding. • Be familiar with any other relevant Night Shelter policies or guidelines. • Support the Co-ordinator and Chair of Trustees in recruiting new staff according to the Diocese's Safer Recruitment guidelines. • (Occasionally, by agreement) represent the Charity at fundraising or community events. 	

<ul style="list-style-type: none"> Trustees may also be involved in providing on-call cover for the Co-ordinator one day a month as a designated person whom staff on shift can ask for advice in an emergency: this however is not compulsory. Trustees may from time to time take on a role as designated Trustee to advise on a particular area of their own expertise eg health and safety, safeguarding, legal matters, community partnerships, etc. 	
Any arrangements for induction, training and support	
<ul style="list-style-type: none"> Complete the Church of England safeguarding training (0 and 1) every three years 	
Any practical arrangements relevant to the role	
<ul style="list-style-type: none"> The Treasurer's role is managed by the Chair of Trustees. Other working relationships include the remaining Trustees, Co-ordinator and other staff and volunteers. Expected time commitment is 6 x 2 hour meetings annually, plus the AGM. Expenses may be reimbursed as set out in the Staff and Volunteer Handbooks. Trustees generally use their own email address for internal correspondence. This is not shared with third parties without the Trustee's consent. Trustees will be appointed subject to an informal interview, the receipt of two references, completion of a volunteer's application form, and an annual Confidential Declaration Form. Further information on the role of Trustees is set out on the following page: The essential trustee: what you need to know, what you need to do (CC3) - GOV.UK (www.gov.uk) 	
Role to be reviewed	September 2023
The role is eligible for a criminal record (DBS) check which is renewable every five years	Yes (as the Trustees are responsible for the recruitment and employment of persons engaged in regulated activity with vulnerable adults)
Level of criminal record (DBS) check which is required for this role	Enhanced