



56 John Street, Sunderland, SR1 1QH  
(0191) 514 8520 Fax: (0191) 5101827  
e-mail: [info@neraf.org](mailto:info@neraf.org) Website: [www.neraf.org](http://www.neraf.org)

**Achieve with NERAF**  
**Northern Engagement into Recovery from Addiction Foundation**  
**(NERAF)**

**JOB DESCRIPTION**

**JOB TITLE:** *Trustee*

**SALARY:** *remuneration via expenses*

**ACCOUNTABLE TO:** Chair of Board of Trustees/ Stakeholders

**ACCOUNTABLE FOR:** the safe financial management of Achieve with NERAF.

**BASE:** N/A

**Overall Duties**

To ensure that the charity complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports, Annual Returns and accounts as required by law ensure that the charity does not breach any of the requirements or rules set out in its governing document and remains true to the charitable purpose and objects set out there comply with the requirements of other legislation and regulators which govern the activities of the charity act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets - See more at:

<http://www.charitycommission.gov.uk/publications/cc3.aspx#b2>

**Specific Duties**

- to contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets
- to safeguard the good name and values of the organisation
- to ensure the effective and efficient administration of the organisation
- to ensure the financial stability of the organisation
- to protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- to make sure the organisation is properly insured against all reasonable liabilities
- to appoint and support the employees and monitor their performance

**Other factors to consider**



In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise

### **General Responsibilities**

- To demonstrate commitment and adherence Achieve with NERAF's procedures and policies in the areas of risk management, confidentiality, equality and diversity and ensuring that they are fully implemented at all times and integrated into all activity and promoted within your area of work.
- To take responsibility for own personal development, updating knowledge of relevant changes in legislation, best practice and other developments across areas in your role which affect the future of Achieve with NERAF
- To lead by example in personal commitment and contribution to effective teamwork across the full range of activities including the maintenance of effective liaison with internal and external key people and organisations.
- To perform duties at all times with due adherence to all Organisational Policies and Procedures.
- To undertake other duties and responsibilities commensurate with the post and as may reasonably be required from time to time by Board of Trustees

### **Legislative Requirements**

- To ensure that you conduct in accordance to responsibilities under the Health & Safety at Work Act 1974.
- The postholder will, at all times, perform the duties with due adherence to all Organisational Policies and Procedures.
- The job descriptions of all employees are not exhaustive and may be amended from time to time – this will be subject to review by the organisation in order to meet the needs of the service and also following discussions with the postholder.