



Remarkable  
research for  
healthy ageing  
THE DUNHILL MEDICAL TRUST

## **TRUSTEE: ROLE DESCRIPTION AND PERSON SPECIFICATION**

### **Role description**

The duties of a trustee are as follows:

- Making sure that the organisation pursues its stated objects (purposes), as defined in its governing document, by ensuring that suitable strategies and plans are in place.
- Ensuring that the organisation complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Safeguarding the good name and values of the organisation
- Ensuring that there are appropriate policies and procedures in place for the effective and efficient administration of the organisation.
- Ensuring the financial stability of the organisation.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- 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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.
- Ensuring that the appropriate risk management and plans for mitigation are in place.

## **Person specification**

### **Attributes**

- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- Demonstrable commitment to the Trust's strategic vision and charitable objects.
- Ability to contribute to the work and ongoing development of the Trust, not only through regular attendance of Board meetings, but also through sub-committees of the Board, and/or ad hoc 'task and finish' group activity, as appropriate.
- Ability to use previous experiences in a relevant manner, whilst at the same time being able to separate oneself from prior allegiances and interests, so that conflicts can be managed openly and transparency guaranteed.
- Appreciation of the nature of risk management at Board level.
- Ability to distil complex information and bring a pragmatic approach to its application.

### **Knowledge and experience**

#### *Sector/general*

- Trends in society's views or perspectives on the opportunities and challenges arising from an ageing population and the roles and needs of older people within society.
- The roles played by the private, public and third sectors in support of older people and the challenges and opportunities present.

#### *Specific*

- Clinical research leader in geriatric medicine or the allied health professions, or
- Academic research leader with relevant interest and expertise in the planning and design of the built environment, or
- Academic research leader with relevant interest and expertise in the development of assistive technology or
- Academic research leader in the understanding of the underlying mechanisms of ageing and age-related disease.

We are particularly interested in those with experience of working across disciplinary and sectoral boundaries.

The successful candidate will be expected to join our Research Grants Committee and, as such, should also be experienced in the peer review process and comfortable with reviewing applications and championing strategic priorities which are sometimes outside of your direct area of expertise. Please also see our [policy on conflicts of interest](#) for members of this Committee.

## **Skills**

- Highly effective communication and interpersonal skills, with the ability to converse beyond your own domain of expertise and to discuss complex and/or intractable problems and contribute to solutions, even if these are not perfectly aligned to your own views.

Be able to:

- maintain a rich network to sustain the knowledge and experience offered to the Trust;
- provide support and advice to the Trustees and officers in the affairs and strategic development of the Trust in relation to ageing and the ageing society.

You must also demonstrate a clear commitment to operating by the standards relating to public life and knowledge of the [Charity Commission's requirements of Trustees](#).