



## **The Sheffield Cats Shelter**

### **Trustee/Director**

#### **Skills and Experience**

The role of Trustee/ Director for a charity comprises a wide range of skills and knowledge. We welcome experience from all areas but have listed the essential and desirable skills below:

#### **Essential Skills & Experience**

##### General

- A clear understanding of the trustee role;
- An understanding of good governance, Charity Commission & Companies House requirements, relevant legislations and statutory requirements;
- Leadership skills and experience of working at a management level;
- Able to work as part of a team and willing to take collective responsibility for the governance of the charity;
- Financial acumen and the ability to understand budgets and accounts;
- Willing to be an active champion of the organisation;
- Able to effectively communicate in all mediums at all levels within the organisation and externally;
- Competent user of general office IT software;
- Experience of strategic thinking and problem solving;
- Able to analyse risks and opportunities, and take a balanced approach to both.

##### Personal Qualities

- Be willing to share knowledge and experience to improve the organisation;
- Possess a genuine desire to assist the charity to meet its aims;
- Demonstrate commitment to inclusion and diversity;
- Empathise with the aims of the charity;
- Able to develop working partnerships;
- Be able to commit a regular set amount of time each month (to be discussed at an informal meeting).

#### **Additional Desirable Skills/Experience**

We are particularly interested to hear from applications with experience in Human Resources, IT/Data Security, and Finance/Accounting.

##### Human resources

- Experience of working in HR at a senior level;
- An understanding of employment law;
- Experience of dealing with personnel issues;
- Experience with line management and effective performance management;
- Experience of managing teams through change/growth.



### IT/Data Security

- A sound understanding of Data Protection, Data Security & GDPR;
- A working knowledge of IT infrastructure, software and Cloud based systems.

### Finance/Accounting

- Financial expertise, and ability to scrutinise and probe financial statements, reports and balance sheet information
- An understanding of working in a small / medium organisation
- A sensitivity to the particular situation of a registered charity
- A recognised accounting qualification would be desirable