TEMPO TRUSTEE ROLE DESCRIPTION

About Tempo

The Time Credits model works simply: people earn a Time Credit for each hour they volunteer. Our system records, recognises and rewards them. The reward is in the form of being able to use Tempo Time Credits at hundreds of different opportunities, including local and national attractions, training courses, use of local leisure facilities, grocery and takeaway opportunities or they can be gifted to others.

At Tempo, we’ve got a really important job to do. We galvanise communities to drive positive change for themselves and be more resilient through more individuals and more diverse groups of people volunteering. Our impact is that we build self-sustaining communities created by resilient people.

Tempo is passionate about the way Time Credits can be used to enable local communities to become strong and resilient. We do this by bringing together partnerships of local community development organisations. Tempo helps build and sustain these partnerships and Time Credits are the glue that hold these partnerships together.

We are ambitious for our future and can help build a strong, more diverse and resilient population of volunteers.

We launched Digital Time Credits in early 2021. They replaced Paper Time Credits. We can now move from supporting 39 local partnerships (involving over 1,000 organisations) to covering the whole of the UK. We recently started working with the Welsh Government and have rolled Digital Time Credits in every part of Wales.

We are ambitious for our future and need a strong and diverse board who can help us grow and develop.

About the role

The Trustees

* Set the vision and direction of the Charity through its strategic and business plans.
* Approve and monitor and annual business plan and budget.
* Make sure that the executive team is running the Charity properly and in accordance with Charity law.
* Support the executive team with ideas, advice, expertise and experience.
* Are responsible for ensuring the Charity is managed in accordance with Charity law and maintain the highest standards of governance.

There are 4 Board meetings a year, for two hours in the early evening. We also have an annual awayday to take stock of the longer term and more strategic issues (in London and costs are re-imbursed). Each Trustee is also asked to support a specific workstream as a ‘critical friend’, according to their expertise. We conduct our meetings online to reduce our carbon footprint. As a Trustee and Director, you will have collective accountability, with your Board colleagues, for overseeing Tempo’s governance and strategic direction. It’s a role that is challenging, inspiring, engaging and it matters.

As an effective member of the Board, led by the Chair, you will work in partnership with our Chief Executive Officer (CEO) to support our staff, helping them achieve Tempo’s objectives.

About the benefits

Tempo is a great organisation to be involved with - we have a strong, dedicated Board of Trustees, and a brilliant team of people, led by the CEO. We are delighted that you are thinking of joining us and we like to show our appreciation.

During your term, we will provide you with opportunities to grow and learn through training and development. Our thorough induction will prepare you for your role. It includes the opportunity to meet our staff and volunteers.

**Term of Office**

Each Trustee is engaged for a term of office of three years. It is possible for the Board to renew the Trustee’s appointment for a two more terms of three years. The maximum term of office for any Trustee is thus nine years.

About You

Tempo is looking to recruit passionate individuals to complement the skills and backgrounds of its current Board of Trustees. There is no typical profile for a Tempo Trustee. We’re interested in people from a variety of backgrounds.

We are particularly keen to hear from people who are experienced in the following areas:

* Legal
* Digital / Data / ICT
* Brand and Marketing
* Business Development and Sales

**Trustees (incorporating the National Occupational Standards for Trustees):**

The list below can look a little daunting if you have not been on a Board or been a Trustee before, **but it requires common sense and responsibility**. You are likely to do many of the things below in your day job or have done them in your past. We would like you to provide examples that show us you understand what is required and have experience in any setting of the role as set out at the top of page 2.

Tempo staff and Trustees will help you understand the role and how you can play a positive and constructive part in shaping our future.

The bullet points below provide a more detailed list and is provided by the Charity Commission. They are the organisation that sets and oversees the rules for all Charities.

* Guide the organisation by setting the highest standard in upholding integrity and ethical behaviour.
* Are committed to the purpose, objectives and values of Tempo.
* Advocate positively for Tempo both within and outside the organisation.
* Inform strategy development by identifying gaps in current delivery or evidence.
* Ensure Tempo balances effective risk management with the need for timely actions.
* Actively challenge the status quo to find new ways of doing things, looking for good practice.
* Are able to make collective decisions and stand by them.
* Understand the importance and purpose of meetings, and be committed to preparing for them adequately and attending them regularly.
* Develop a positive and compelling vision of Tempo’s future potential, demonstrating confidence in the strategic direction of Tempo.
* Actively listen to others and be open to their ideas.
* Have effective communication skills, including the ability to influence others.
* Promote a positive culture that respects diversity and deals with barriers to inclusion.
* Build alliances to establish mutually beneficial working arrangements, openly sharing knowledge and insights.
* Synthesise the complex viewpoints of others, recognising where compromise is necessary and broker agreement.
* Have an understanding of the legal duties and responsibilities of a charity.
* Treat Tempo information as sensitive and confidential.

Before you apply, please check that you do not meet any of the disqualification criteria for Trustees as set out by the Charity Commission on their website [www.gov.uk/guidance/charity-trustee-whats-involved](http://www.gov.uk/guidance/charity-trustee-whats-involved)

**Equal Opportunities**

Tempo is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights and enhance the way we work.

We want to ensure that our Board reflects the diverse group of people that we serve and encourage applications from all sectors of the community.

This role description was last reviewed in November 2021.