TEMPO TRUSTEE TREASURER ROLE DESCRIPTION

**ABOUT TEMPO**

**Our purpose is to be the thread that connects people, services and businesses and the key that unlocks the potential for them to create communities where they can thrive.**

Founded in the Welsh Valleys in 2009, Tempo has emerged as a leading UK-based community development organisation committed to creating connected, fair, and healthier societies.

Our extensive history is marked by successful partnerships with communities and public services, specialising in front-line delivery, strategic planning, and fostering collaboration among diverse entities.

Our experienced team, composed of community practitioners, public sector specialists, and trainers, works collaboratively with citizens, communities, organisations, and services to co-produce solutions at the grassroots level. We work alongside communities to connect people to the causes close to them – enabling and encouraging participation and volunteering by awarding Time Credits that recognise and value skills and their contribution.

We focus on community engagement to create pathways to involvement and volunteering, emphasising community involvement and recognising people's skills and strengths – an approach that accentuates what's strong rather than what's wrong.

Tempo’s culture is at our core and our staff team operate in line with our workplace values which are: -

* **Everyone’s contribution** – We encourage self-belief, mutual respect, and recognition.
* **Ambition** – We have a can-do attitude, are hopeful, resilient, and positive.
* **Connection** – Passionate people, teamwork and collaboration are key to our success.
* **Creativity** – We are curious and inventive; we encourage fun and imagination to achieve this.
* **Resourcefulness** – We learn together, share our expertise, and strive for efficiency.
* **Integrity** – We are authentic and honest. We take our commitments seriously and take accountability for delivery.

***Being a key member of our team is fun, challenging, inspiring, engaging and it matters.***

**WHERE WE ARE TODAY**

This is a challenging time for many community organisations, volunteers and recognition partners too – it’s also a time when our model and support is needed more than ever. Tempo has worked with: -

* 40 commissioned programmes.
* 1,500 charities.
* 15,000+ people currently volunteering.
* 1.25 million Tempo Time Credits earned to date.
* 750+ business venues offering reward and recognition opportunities.
* Developed the first national Time Credit network in the world.

Across the UK the recognition of Tempo Time Credits is growing, amongst parliaments, local authorities and corporates and our visibility is increasing through national press and support from key parliamentarians.

We are ambitious for our future and need to ensure we continue to support the charity to grow and develop through a strong, diverse, and dedicated board.

Due to the tenure of our existing Treasurer coming to its end later this year, we are now looking for a new Treasurer who can also complement and enhance our existing board.

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.

The Treasurer

In addition, the Treasurer

* Chairs the Finance, Audit and Risk Committee (FARC) and manages the agenda thereof
* Works the the FD on the format and structure of the delivery of financial information for the board
* Ensures the financial components of the fiduciary duties of the trustees under the Act are acknowledged and managed
* Through FARC provides oversight of the annual audit process and selection of auditors
* Provides additional governance oversight of the financial systems, procedures and policies of the charity
* Ensures governance oversight of the executives’ maintenance of the risk register and the processes and procedures for identifying and managing risk
* Acts as a business partner to the Chair, liaises with the FD as a critical friend and provides financial insight and advice to the board

There are 4 Board meetings a year, generally for two hours in the early evening via Teams and FARC meets also via Teams in the week before each Board meeting, and produces a formal report for the Board.

We also have an annual awayday to take stock of the longer term and more strategic issues (in person in London or Cardiff and costs are re-imbursed).

In addition, based on a Trustee’s own experiences and interests, each trustee is expected to engage with other board members and staff as required in-between meetings.

As a Trustee you will have collective accountability, with your Board colleagues, for overseeing Tempo’s governance and strategic direction. 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.

In order to fulfil the role successfully, the Trustees collectively use their skills and experience to review proposals and question assumptions before making any decisions. They will challenge the executive team to ensure the operations of the Charity are effective and efficient, ensuring that such challenge is always constructive and geared to driving the performance and impact of the Charity.

The board itself and all interactions with the management team and staff will reflect our values

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*Being a trustee here is a role that is challenging, inspiring, engaging and it matters.*

About You

Tempo is looking to recruit a passionate individual to complement the skills and backgrounds of its current Board of Trustees, whilst providing additional financial assurance to the Trustees and guidance and support to the Chair and FD especially. There is no typical profile for a Tempo Trustee. We’re interested in people from a variety of backgrounds.

For this role a recognised accounting qualification is preferred but candidates who are equivalently qualified by experience will be considered.

You will have a financial or accounting background and likely hold or have held responsible roles in Finance departments or similar.

You do not need to have been a trustee before if you do many of the things this role requires in your day job or have done them in your past and you have a passion for communities and our Vision, Mission and Purpose.

Starting with a comprehensive induction and then through continued support, Tempo staff and Trustees will help you understand the role and how you can play a positive and constructive part in shaping our future.

**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.

**CHARITY COMMISSION REQUIREMENTS**

The bullet points below are a detailed list on the role and responsibilities of a Trustee 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)