



Vision Care for Homeless People (Charity no: 1118076)

Vision Care for Homeless People is a charity set-up to provide eye-care services to homeless and other vulnerable people in an accessible and friendly environment in which they feel safe, welcome and comfortable.

**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job Title:</b>	Trustee – Systems and Governance	<b>Date:</b>	June 2017
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**Version Control: VCHP System and Governance Trustee Recruitment 2017-06 0.2 ES DB**

**SUMMARY**

The charity is targeting substantial growth in the services it provides for homeless people over the next five years. As part of this growth, we wish develop capability projects such as Customer relationship Management System and Patient Management System. Our System & Governance Trustee will support our employees and the Technology Project Team to develop these projects. We are looking for a Trustee with extensive senior operational and project management experience.

**LOCATION:** Home working except for attending our board meetings; which are held in offices near Chancery Lane.

**HOURS:** Our board meetings are held in the evenings and you would be required to attend at least four trustee meetings, four working group meetings, a trustee strategy day and two VCHP events per year including some preparation and follow up. The successful candidate would be a key member of the Technology Project Team and the Operations Working Group. Trustees are also asked to assist with relevant matters between meetings as needed and agreed.

**DURATION:** We are seeking an individual who can commit to our Board for a minimum of two years.

**SALARY:** This is an unpaid voluntary position. Reasonable travel and expenses will be covered.

**GENERAL TRUSTEE RESPONSIBILITIES:**

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity’s governing documents and the law
- Act in the best interests of the charity
- Act reasonably and prudently
- Act collectively
- Manage the charity’s resources responsibly
- Avoid any conflict of interest
- Ensure your charity is accountable

**SYSTEM & GOVERNANCE TRUSTEE RESPONSIBILITY:**

- Actively participate and lead our Technology Project Team.
- Assist in understanding of current program management and project management capabilities of VCHP
- Assess and identify targets for improvement efforts
- Advising on the planning and execution of operational and technology improvement efforts.
- Support our employees and volunteers in delivery of the operational and technology projects.
- Chart the improvements of the capability projects.
- Monitor the performance of the Technology Project Team and report to the Operations Working Group.
- Contribute to improving governance within the Board and charity.

To perform any other reasonable tasks relating to the role.

#### **PERSON SPECIFICATION**

- Interested in VCHP's charitable work.
- Experience in IT systems project management.
- Experience in business operations improvement.
- Energy and time to dedicate to the planning, organisational and administrative aspects of the role from home.
- Good written and oral communication skills.

#### **SKILLS AND EXPERIENCE**

- Director/Board Level Experience
- Project and program management..
- Risk management.
- Has project managed IT systems development
- Strong interpersonal skills and the ability to deal with a diverse range of people;
- Good organisational skills and the ability to manage a variety of tasks
- Ability to maintain records and produce clear written and oral communications;
- Skilled with IT and on-line working.

#### **MOTIVATION AND DISPOSITION**

- Cares about people and treats people with respect.
- Interested in helping the charity develop and grow
- Creative and pro-active with can-do attitude
- Comfortable working from home, managing own timetable and motivation.
- A flexible and non-judgemental approach to people and work.