

TRUSTEE ROLE DESCRIPTION

Resource | Charity Registration Number 1106331

At a glance

Organisation	Resource
Role title	Trustee
Responsible to	Chair of the Board of Trustees
Time commitment	Approximately 4–6 days per year, including board meetings, sub-committee work, and preparation time
Term of office	3 years, renewable once
Location	894 High Road, London N12 9RH. Board meetings are held in person, usually from 5-6.30pm, and remote access is an option
Remuneration	This is a voluntary, unremunerated role. Reasonable out-of-pocket expenses are reimbursed.

About Resource

Resource is the Jewish community's dedicated employment support charity. For over 30 years, we have helped people find and win the right job, whether they are starting out, returning to work, changing career, or navigating redundancy. Our services are free of charge and open to people of every occupational background, work experience, and level of religious observance.

Based in North London, Resource offers one-to-one advisor support, seminars, IT training, psychometric profiling, mock interviews, networking events, and workspace facilities. We also run the Ageless Career Programme for people in later career stages. Up to 1,000 people benefit from our services each year, and since 1992 we have helped more than 15,000 individuals into employment.

About the board

The Board of Trustees is the governing body of Resource. It is responsible for setting the charity's strategic direction, ensuring sound financial management, maintaining legal and regulatory compliance, and supporting the executive team to deliver Resource's mission effectively.

Trustees bring a breadth of skills and experience to the board and work collectively in the best interests of the charity and the people it serves. The board is committed to good governance and to reflecting the diversity of the community Resource exists to support.

Role purpose

As a trustee of Resource, you will share collective responsibility for the charity's governance. Working alongside fellow trustees, you will:

- Champion Resource's mission to provide expert, free employment support to the Jewish community.
- Ensure the organisation operates legally, ethically, and in the interests of its beneficiaries.
- Approve and monitor the charity's strategy and annual plans.
- Oversee financial health and ensure funds are used appropriately and sustainably.
- Support and constructively challenge the Chief Executive and senior leadership team.
- Act as an ambassador for Resource with donors, partners, and the wider community.

Trustee responsibilities

Strategic leadership

- Contribute to the development, review, and monitoring of Resource's strategy
- Help set priorities and hold the executive team to account for delivery
- Ensure the charity remains focused on its charitable objects and beneficiaries
- Support adaptation to changing community and employment needs

Financial oversight

- Review and approve budgets, management accounts, and statutory reports
 - Ensure effective financial controls, risk management, and assurance systems
 - Safeguard the charity's assets
 - Support long-term financial sustainability and income diversification
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Legal and regulatory compliance

- Ensure Resource complies with its governing document, charity law, and relevant regulations
 - Fulfil the core duties of a charity trustee, including:
 - Acting in the charity's best interests
 - Ensuring the charity delivers public benefit
 - Managing resources responsibly
 - Acting with reasonable care and skill
 - Ensuring accountability
 - Maintain oversight of safeguarding, data protection, and health and safety, ensuring effective policies and practice
 - Declare and appropriately manage conflicts of interest
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Risk, safeguarding and data oversight

- Oversee the charity's risk management framework, including key risks and mitigation
 - Support a strong and effective safeguarding culture and reporting processes
 - Maintain oversight of data protection, information security, and confidentiality
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People and culture

- Support the appointment, appraisal, and remuneration of the Chief Executive
- Promote a culture of inclusion, integrity, and continuous improvement
- Act as an ambassador for Resource's values and work

Person specification

All trustees must

- Be committed to Resource's mission and to the welfare of the people it serves
- Act with integrity and in the best interests of the charity at all times
- Bring an independent, objective perspective to board discussions
- Prepare for and attend board meetings and contribute constructively between meetings
- Comply with the Charity Commission's guidance on trustee duties and responsibilities
- Not be disqualified from acting as a charity trustee under the Charities Act 2011

We are particularly seeking

Resource's board is keen to hear from candidates who can bring one or more of the following areas of expertise:

- Fundraising or income generation: experience of charity fundraising, major donors, trusts and foundations, or corporate partnerships.
- Employability/labour market expertise: relevant expertise given Resource's focus on employment and the workplace.
- Digital, data and service design: to support the charity's profile-raising and client engagement.
- Legal/compliance expertise: particularly charity law, employment law, or governance.
- Lived experience & community: direct experience of unemployment, career transition, or the challenges faced by Resource's client group.

Desirable

- Knowledge of or connection to the Jewish community in North London or beyond.
- Previous experience of charity governance, board-level roles, or senior leadership.
- Networks that could support Resource's fundraising, partnerships, or employer relationships.

What we offer

- The opportunity to make a tangible difference to individuals navigating one of life's most stressful challenges.
- A welcoming, supportive board with a strong sense of shared purpose.
- A thorough induction programme, including meetings with the executive team and key staff.
- Ongoing trustee development and training opportunities.
- Reimbursement of reasonable out-of-pocket expenses in line with Resource's expenses policy.

How to apply

To apply, please send your CV and a brief covering letter (no more than two sides of A4) explaining your interest in joining Resource's board and what you would bring to the role. Please send these to: **victoria@resource-centre.org**

Shortlisted candidates will be invited to an informal conversation with the Chair before a final decision is made by the board.

If you would like an informal discussion about the role before applying, please contact Victoria on 020 8346 4000 or at victoria@resource-centre.org.

Resource is committed to building a board that reflects the diversity of the community it serves. We warmly welcome applications from people of all backgrounds, particularly those with lived experience of employment challenges or who are currently under-represented in charity governance.