

## **Kintsugi Hope Trustee Job Description**

*'Kintsugi' (金継ぎ) is a Japanese technique for repairing pottery with seams of gold. The word means 'golden joinery' in Japanese. This repairs the brokenness in a way that makes the object more beautiful, and even more unique than it was prior to being broken. Instead of hiding the scars it makes a feature of them.*

### **Our Vision**

Kintsugi Hope is a UK charity seeking to train and equip the church and Christian charities to engage in conversations about mental and emotional wellbeing in their local communities. This is done by creating safe and supportive spaces and running Wellbeing Groups.

### **Our Mission**

We are on a mission to see an increasing number of churches and charities supporting their communities by running Wellbeing Groups.

A Kintsugi Hope Wellbeing Group is a safe and supportive space for people who feel or have felt overwhelmed, providing tools for self-management in a facilitated peer mentoring style setting.

Wellbeing Groups consist of a structured yet flexible series of 12 weeks of content, which includes group and individual activities designed to help participants to accept themselves, to understand their value and worth, and grow towards a more resilient and hopeful future. Issues covered include disappointment, loss, anxiety, anger perfectionism, shame and resilience.

### **Main Trustee responsibilities**

The board holds the CEO and Executive team to account, to fulfil the vision and mission of the Kintsugi Hope and to ensure that the charity is carrying out its purposes to the public benefit. The board provides clear strategic direction for Kintsugi Hope. The trustees and the CEO develop the strategy for the charity, the CEO provides reporting to the board for monitoring of the strategy.

The board of trustees ensure:

- that the charity is managed responsibly, complies with the governing document and the law and that the charity is accountable.
- that the beneficiaries and context of the charity are known and understood, to provide the best services to the beneficiaries.
- governance, including charity commission reporting is complete and timely for all relevant matters, and that policies and procedures are established and adhered to
- that safeguarding policies are in place and reviewed, with regular reporting provided

- financial monitoring and reporting is adequate and regular, enabling oversight of all financial matters by the trustees, to ensure sound financial health of the charity
- that the resources are managed responsibly and that they act in the charity's best interests at all times
- that risks are identified, regularly reviewed and mitigated and associated opportunities identified, while maintaining a focus on the beneficiaries
- that the CEO is managed, supported, given feedback and performance reviewed in line with policies and procedures.

### **Specific role of the FINANCIAL TRUSTEE/ TREASURER:**

While financial matters are the responsibility of the whole board, the trustees look to the treasurer for advice, guidance and reassurance on all aspects of the charity's financial management and reporting, control systems, solvency, etc.

The treasurer will oversee the monitoring of the financial administration on behalf of the whole board of trustees ensuring regular reporting to the board on its state of financial health in line with best practise and in compliance with the governing document and legal requirements.

Specifically the treasurer trustee will:

- Join the Finance Subcommittee, which is run in line with the terms of reference and ensures the annual budget is scrutinized, monitored and reported to the trustees
- Ensure financial systems and policies are in place to ensure compliant financial accountability.
- Oversee the charity's financial risk management process and reporting financial health to the board of trustees at agreed, regular intervals
- Oversee and monitor procedures to reduce the risk of fraud
- Provide input and advice regarding the financial aspects of the strategic plan
- Ensure the Accounts and other financial reports are produced and on time as required by the Charity Commission and in line with Statement of Recommended Practice (SORP) guidelines
- Oversee the appointment of and communications with the auditors or independent examiners according to legal requirements.

### **Person specification:**

Trustees must have:

- Commitment to the mission, vision and values of Kintsugi Hope.
- Dedication and passion for the charity's cause and objectives and willingness to act as an ambassador to external bodies, individuals and supporters when necessary.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship.
- The time and energy to be an effective trustee and support the strategic development of Kintsugi Hope.
- An active Christian faith

- Commitment to the role of the local church in delivering Kintsugi Hope well-being groups and services
- Experience of a charity or corporate board, or be able to demonstrate strategic thinking in a non-operational capacity
- Good communication, leadership, facilitation skills.
- Ability to work effectively as a member of a diverse team and contribute to discussions, challenging assumptions when necessary, to enable good, collective decisions to be made.

**For the FINANCIAL TRUSTEE** it is desirable also to have:

- Knowledge and experience in the not-for-profit sector
- Accountant qualification (ACA /FCA)
- Competent IT skills with a working knowledge of relevant accounting software
- Analytical and evaluation skills, demonstrating good judgement
- Ability to challenge in a constructive manner and discuss complex issues within the context of risk management
- Proven ability to communicate and explain financial information the members of the board and other non-financial stakeholders.
- Previous experience of having been a charity treasurer and company secretary would be desirable.

#### **Involvement and time commitment:**

The board of trustees meet five times a year: once in person (or residential /awayday) , with other meetings online between 7:00 PM and 9:30 PM

Trustees are asked to join subcommittees or working groups, to take on specific roles and occasionally asked to attend additional meetings, if necessary, such as supporter meetings.

All trustees are expected to participate in discussions, provide opinions and make decisions as part of the group.

Trustees may be contacted by the operational team for supporting their specific areas of expertise.

This role is voluntary and has no financial remuneration, although reasonable expenses may be claimed. Appointments are for a 3-year term, which can be renewed up to twice (to maximum of 9 years).