



OPEN RECRUITMENT OF NEW TRUSTEE WITH PROFESSIONAL FINANCIAL QUALIFICATION TO JOIN THE BOARD OF WESTWAY TRUST: ROLE DESCRIPTION

This is an exciting opportunity to get involved in a community-focused charity with an ambitious and exciting vision and strategy for change, set in the heart of North Kensington in West London. We are currently looking to appoint a new trustee with a senior professional financial qualification to our Board of Trustees via an open recruitment process to help deliver our vision for the future and to support and champion our continuing transformation to becoming a trusted organisation at the heart of the community.

The successful candidate will be formally nominated by the Royal Borough of Kensington and Chelsea (RBKC) to fill one of the three places on the Board currently reserved for RBKC-nominated trustees. The detail of this arrangement can be discussed further at interview stage.

The Trustee role:

Trustees lead the organisation by setting the Charity's strategy and agreeing assurance processes for delivery with their Executive Team. This includes ensuring that the Trust spends its money sensibly; does not break the rules in our Articles (our governing document); operates within charity, company and all other laws and; continues to meet our commitments to the community we serve.

You can typically expect to spend the equivalent of around one day per month on Trust business, much of which will be in the early evening. The Board meets in formal session six to eight times per year. The Board's work is supported by a small number of sub-committees, each one meeting up to six times per year, and trustees are expected to participate fully in at least one of these. The current set of sub-committees is as follows:

- **Charitable Purposes Committee:** examines the social impact delivered by the Trust and guides the strategic direction of the Trust's charitable activities. This committee also reviews and provides support for engagement and communications with communities and stakeholders;
- **Property and Place Committee:** guides the strategic use and development of the Westway estate and scrutinises the Trust's estate management, land strategy and practice.
- **Finance, Audit and Risk Committee:** oversees the management of risk and finance and supervises the appointment of independent auditors. The Committee also monitors the governance of the Trust; and
- **People Committee:** oversees the development and implementation of Westway Trust's People Strategy, ensuring that this supports the Trust's overall ambition to become a truly community focused organisation. The Committee also oversees the recruitment of trustees, as well as trustee induction, training and development

There will also be a requirement to consider aspects of the Trust's business as they arise outside of these meetings – this will usually be by email or telephone/video call. In addition, the Board meets to focus on particular matters and Board Development in up to two Board Away Days each year. Board

members are also invited and encouraged to attend a range of external and staff events during the year.

The Candidate Specification:

The successful candidate will join the Board of Trustees to collectively and individually:

- Provide strategic leadership and oversight for the charity.
- Ensure that the charity is governed effectively and operates in accordance with its governing documents, legal and regulatory requirements, and best practice.
- Ensure that the charity is using its resources effectively to achieve its charitable objectives. This will include overseeing the strategic formulation of the Charity's budget, financial management, and fundraising activities. In addition, this particular role holder will be instrumental in providing financial input and advice to the Board's discussions and supporting trustee colleagues to understand our budget and the financial implications of proposals submitted for decision. You will be required to monitor strategic performance of the budget, raising questions and sharing your expertise. You will chair the Board's Finance, Audit and Risk (FAR) sub-committee. You will also lead on maintaining a Board level relationship with our external auditors.
- Ensure there is a robust methodology to identify and manage risks to the charity, including appropriate risk management policies and procedures are in place.
- Monitor the charity's performance against its strategic objectives and key performance indicators and to take appropriate action to address any issues.

Skills and experience:

You must hold a senior professional financial qualification, backed up by considerable relevant professional experience, to apply for this role. Anybody not meeting this essential criterion will not be considered for interview.

In addition, the successful candidate will ideally bring the following:

- Experience in leadership and strategic planning in a relevant sector, such as the charity sector, business, or public service.
- Knowledge of governance and risk management, preferably in a charity setting.
- Strong communication and interpersonal skills.
- Ability to work collaboratively as part of a team, and to build effective relationships with other trustees and senior staff.
- Willingness to participate in self-development.
- Commitment to acting with probity and in the best interests of the Trust and the community at all times, including through declaring any actual or potential conflicts of interest at the earliest opportunity.

Anybody living in the North Kensington area who holds the necessary financial qualification is strongly encouraged to apply for this role.

Candidates may find the following information useful:

Review into institutional racism at Westway Trust:

The Report of the Tutu Foundation UK Review into institutional racism was published in December 2020 and found that the Trust was, and continues to be, institutionally racist. Please see <https://www.westwayreview.com/> for our annual reports on progress in implementing the Review's recommendations.

Trustee behaviours:

The Board of Trustees has collectively agreed a set of values and behaviours, by which all trustees are expected to abide in their role. This has been formalised in a Trustee Code of Conduct which can be viewed on the application page of our website. New trustees joining the Board will be required to sign this Code of Conduct.

Should the Trust become aware of behaviour that goes against the 'letter or spirit' of the Code of Conduct, we will challenge such behaviour. Trustees are also expected to challenge any of their trustee colleagues who demonstrate such behaviour.

Additional information:

Trustee roles are unpaid. All reasonable expenses incurred whilst on Trust business, such as childcare or travel costs, will however be reimbursed. Westway Trust is committed to the development of its trustees and an annual budget for trustee training, development and support is in place.

Westway Trust is keen to ensure that trustees - especially those on low and precarious income and/or those with child or other care commitments - are fully supported by the organisation. The Trust is committed to ensuring that anyone, no matter your individual circumstances, can consider taking on a role that requires considerable time and energy commitment. We challenge ourselves to remove the barriers that may prevent people being involved, for instance due to a protected characteristic (defined as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation). If you have any concerns or believe that there may be barriers to your potential participation as a trustee at Westway Trust, please consider sharing these concerns with us confidentially.

The term of appointment is three years in the first instance.

How to apply:

To apply for this position, please submit a comprehensive CV and a supporting statement **by 5:00pm on Monday 1 September 2025 via the application page of our website at: www.westway.org/trusteerecruitment.**

Your supporting statement should set out in compelling terms why you would like to be part of the journey of transformation at Westway Trust. You should specifically address in your statement how you believe your skills and experience would be a good fit with our requirements and expectations as set out in this brief, including in particular how you would make effective use of your considerable financial skills and experience to strengthen the Board's financial capabilities.

Westway Trust is committed to celebrating diversity and ensuring equality of opportunity. We welcome applications from all sections of the community and we aim for our board and organisation to reflect our community. Applicants will be asked to complete an equality and diversity monitoring form to help us monitor the effectiveness of our recruitment practices in respect of equality.

If you have any questions about the role of a trustee or about Westway Trust in advance of submitting your application, please contact the Head of Governance and HR Martin Parker (martin.parker@westway.org)