



Job Description: Trustee at Action West London (AWL)

Title: Trustee

Location: West London

Salary: Voluntary (expenses reimbursed)

Hours: Part-time (approximately 6 meetings per year, plus occasional events and sub-committee meetings)

About Action West London (AWL): Action West London (AWL) is a dynamic charity dedicated to combating poverty and improving lives in West London. We focus on helping underrepresented and less-heard communities by providing support to find employment, gain new skills, and improve their overall quality of life. Through a variety of programs and initiatives, AWL works to create lasting change and empower individuals to achieve their full potential.

<https://actionwestlondon.org.uk/>

Role Purpose: As a Trustee of AWL, you will play a critical role in the governance of the charity, ensuring it remains true to its mission and values, complies with legal and financial requirements, and effectively delivers on its strategic objectives. Trustees work collectively to provide strategic direction, support the executive team, and monitor the performance of the charity. You will be part of a high-calibre, engaged, and committed board of trustees.

<https://actionwestlondon.org.uk/about-action-west-london/trustees/>

Key Responsibilities:

Governance and Leadership:

- Provide strategic oversight and leadership to ensure AWL achieves its mission and strategic objectives.
- Ensure that AWL complies with its governing documents, charity law, company law, and other relevant legislation and regulations.
- Safeguard the good name and values of AWL.

Financial Stewardship:

- Oversee the financial performance of the charity to ensure its long-term sustainability.
- Approve budgets and monitor financial performance against targets.
- Ensure robust financial controls and risk management procedures are in place.

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Action West London (formerly Action Acton)

The Doughnut Factory, 10 Warple Mews, Warple Way, Acton, W3 0RF
T 020 8993 9605

Action West London: established 1998. Reg. charity 1101111 Company no. 03647635



Strategic Planning and Policy Development:

- Contribute to the development and implementation of AWL's strategic plan.
- Participate in setting and reviewing policies, ensuring they support the charity's objectives.

Support and Supervision:

- Support and provide oversight to the Chief Executive and senior management team.
- Participate in the appointment, performance review, and, if necessary, the disciplinary process for senior staff.

Advocacy and Networking:

- Act as an ambassador for AWL, promoting its work and values to stakeholders, partners, and the wider community.
- Build relationships with key stakeholders to enhance the charity's impact and reach.

Person Specification:

Essential Criteria:

Commitment and Enthusiasm:

- A genuine commitment to AWL's mission and values.
- Passionate about addressing poverty and supporting underrepresented communities.

Experience and Knowledge:

- Experience in governance and strategic planning, ideally within the charity sector.
- Understanding of charity finance, fundraising, and resource management.
- Proven experience in sales and marketing, with a track record of driving growth and engagement.
- Knowledge of performance management to ensure high standards and accountability.
- Experience with bid/tender management processes, including proposal writing and contract negotiation.

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Skills and Abilities:

- Strong strategic and analytical skills, with the ability to think creatively and solve problems.
- Excellent communication and interpersonal skills, with the ability to work collaboratively and build consensus.
- Ability to scrutinize and challenge constructively, ensuring accountability and high performance.

Personal Qualities:

- Integrity and a strong sense of ethics.
- Resilience and the ability to remain objective and independent.
- Willingness to commit the necessary time and effort to fulfill the role effectively.

Desirable Criteria:

Sector-Specific Knowledge:

- Experience or knowledge of employment, skills development, or community engagement sectors.
- Understanding of the specific challenges faced by less-heard communities in West London.

Leadership and Management:

- Previous experience in a leadership or trustee role.
- Experience in overseeing organizational change and development.

Networking and Fundraising:

- Ability to access and leverage networks to support AWL's mission.
- Experience in fundraising or resource development.

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Application Process: Interested candidates are invited to submit a CV and a covering letter outlining their suitability for the role to info@actionwestlondon.org.uk. The recruitment process will include an interview with current trustees and the Chief Executive.

Deadline for Applications: *September 2024*

By joining AWL as a Trustee, you will be making a significant impact on the lives of individuals and communities in West London. We look forward to welcoming passionate and dedicated individuals to our team.

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