



Sinai Park House
Shobnall Road
Burton-on-Trent
Staffordshire
DE13 0QJ

Trustee Role Description

Role Title: Trustee

Accountable To: The Sinai Park House Trust Board of Directors

Background

Sinai House is Burton's oldest surviving building, dating to the 1300s. It's the last remaining part of Burton Abbey and the biggest, most influential monastic order in Medieval Britain; a Grade 2* listed building surrounded by a scheduled moat which puts it into the top 7% in the country for its historical and architectural significance.

Sinai Park House Trust has secured over £50,000 from The National Lottery Heritage Fund. Being on the "heritage at risk" register for 24 years, it is vital that restorative works begin soon whilst there is still a chance of physical repair.

We aim to restore the derelict parts of the building and create a wellbeing and education centre which will welcome guests and visitors alike to benefit from the tranquillity, biodiversity and antiquity of the site.

Overall

- The primary role of the Trustee is to govern, i.e. direct and control the organisation through collective decision making. This is a mandatory requirement of everyone on the committee.
- To be a pool of expertise and advice available to the committee, staff, and volunteers.
- To manage one or more staff, volunteers, or projects (eg. newsletter).
- To do work (answering correspondence, filling out grant applications, sitting as a representative on outside bodies etc).
- Attend meetings
- Support Treasurer and Secretary
- Read papers and policies
- Make decisions about work of officers employed

Governance

Together the Management Committee Members must fulfil the 5 Core Governance Functions:

- Determine Mission and Strategy – setting the organisation’s direction and determining how it will get there.
- Accountability – being held to account for the actions of the organisation and holding those who carry out the work (staff and/or volunteers) to account.
- Look after the committee – ensuring committee renewal (recruitment, induction and retirement), effective decision making and information sharing processes, positive group dynamics, and reflection, learning and development for the committee as necessary.
- Safeguard assets – acting as custodian of the assets, tangible (money, property etc) and intangible (organisation’s reputation and name), ensuring that assets are used appropriately and constitutionally. Ensuring that there are sufficient assets for the organisations survival.
- Act as ‘boundary-spanner’ – linking the organisation to its stakeholders, such as members, the community, funders etc.

Hours:

Approx. 5 hrs per month

For more info contact Laura on laura@sinaiparkhouse.co.uk or call 07966 208301