



Trustee of the John Schofield Trust

Background

The John Schofield Trust was set up in 1996 to recognise young journalists following the death of John Schofield at the age of 29. The Trust is highly respected within the news industry. Almost 30 years later, the Trust continues to support and nurture talented young journalists in three ways:

- Active programmes to increase diversity in the industry and get young people from disadvantaged backgrounds into national newsrooms
- Mentoring schemes for early career and university student journalists
- Sponsoring the Royal Television Society's Emerging Talent of the Year Award

The Trust employs a small staff team and has a board of trustees.

Remuneration:	The role is non-remunerated, but reasonable expenses are reimbursed.
Location:	Remote with occasional in-person events held in central London and in the regions
Time-commitment:	No fewer than four board meetings per year, including any strategy away days, and subcommittee meetings as required. In addition to these meetings, other contact – usually electronic or by telephone – will be necessary.
Reporting to:	Board of trustees
Length:	Three-year term, with the option to be re-appointed for a second three-year term

Being a trustee – what's involved

Every charity has a board of trustees – a group of volunteers who ensure that the charity is effective in carrying out the purpose for which it was set up. Trustees have responsibility for overseeing the work of the charity, ensuring it is financially stable, well-run and fulfilling its charitable obligations.

Further information can be found on the Charity Commission website, including an essential 'What You Need To Know As A Trustee' guidance pack: bit.ly/trustees-guide

As a trustee you'll be an ambassador for the organisation, and its work. You'll share our vision of a diverse, representative and vibrant media.

Trustees will use their individual skills to support the work of the John Schofield Trust, and will also be expected to prepare for meetings, attend fundraising events, follow up on specific tasks with other board members, and liaise with the director or other staff at the director or chair's request.

Role description

Trustees have independent control over, and legal responsibility for, how the John Schofield Trust is governed. They play a very important role in making sure that the charity is run effectively, that it is helping the people it is supposed to in the best way possible, and that it is using its funds wisely and appropriately.

The day to day running of the organisation is delegated to the director and the staff team who develop strategic objectives, plans and budget, for the approval of the board. Trustees also act as ambassadors for the charity, helping to raise awareness and, where possible, funds.

Trusteeship can be rewarding for many reasons – from knowing that you are making a difference to the charity's cause, to new experiences and relationships. The most effective trustee boards are ones which benefit from having trustees with a wide range of backgrounds, experiences and skills.

- ensure that the charity has a clear vision, mission and strategic direction and is focused on achieving these
- contribute actively to the board in giving clear strategic direction to the John Schofield Trust
- monitor the performance of the director
- ensure JST complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensure JST pursues its objectives as stated in its governing document
- ensure the charity spends its money only on things that will help it to achieve its objectives
- safeguard the good name and values of the organisation
- ensure the effective and efficient administration of the organisation.
- ensure that the charity is financially stable
- protect and manage the assets of the organisation and to ensure the proper investment of the charity's funds
- ensure that the charity's governance is of the highest possible standard. Each trustee should also use any specific skills, knowledge or experience they have to help the Board reach good decisions. This involves:
 - reading and scrutinising board papers
 - supporting or mentoring staff
 - contributing to areas in which the trustee has special expertise

Person specification

- A commitment to the John Schofield Trust's mission and purpose
- A willingness to devote the necessary time and effort to meet the duties and responsibilities of the post

- Ability to input into the Trust's strategic vision
- Good, independent judgement
- An ability to think creatively
- Good communicator and interpersonal skills
- Strong team player, who respects and values the views of others and is able to speak their mind with tact and diplomacy
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to be available to all staff for advice and enquiries on an ad hoc basis

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