

# Housing and Loan Fund Trustee Role Description

## The Role Purpose

The main role of a Housing and Loan Fund Trustee is akin to pastoral care, helping those who need housing at, or after, retirement, or because of a breakdown of their relationship, with oversight part of ensuring that work is done as it should be.

You would hold the role of a Fund trustee which has the responsibility of overall control and management of the Fund through being responsible for the Fund's governance and strategy, and for making sure that the Fund is administered effectively. In general terms, you must seek in good faith to ensure that the Fund operates in a manner consistent with its purposes and you yourself act with care and diligence.

Your role will be to implement the Fund's purposes and ensure that decisions are taken in accordance with the Fund's purposes and guidelines. It includes oversight of employed staff responsible for operational management of their area of work.

## Key Responsibilities

Your role is to use your professional skills & experience alongside your personal gifts to support the work of the Fund Trustees in developing and delivering on the objectives and aims of the Fund. You will do this by participating in an engaged way in decision making and ensuring effective oversight and scrutiny through robust questioning and broad thinking.

## Preferred Skills & Experience

The Trustees come from a wide range of backgrounds but an interest in property matters and finance might be advantageous. Previous experience as a trustee would be advantageous but not essential.

## Person Specification

The Fund Trustees comprise a motivated membership who are actively engaged with the work of the Church. To meet with the demands of the role, you will be able to demonstrate sound judgement, be open minded and be prepared to be vocal in discussion as appropriate.

## Training and Support

We hold an induction for Trustees where we will share knowledge and skills with you to allow you to be as effective as possible. The Chair, Deputy Chair and the Secretary of the Fund are available to advise directly on an ongoing basis.

## Time Commitment

The Trustees meet for a minimum of five times a year- usually Tuesday mornings from 10.30a.m. to 1pm. While the meetings are normally held in Edinburgh, we currently meet online via Microsoft Teams.

As well as the meetings, you will need to have time in advance to read papers and, occasionally, contribute via phone and email to correspondence relating to the work of the Fund between meetings.

## Remuneration

This is a voluntary, unpaid role however associated expenses will be met.

## Eligibility

You must be a Minister or member of the Church of Scotland with an understanding of its life and culture.

In addition, you would not be eligible to be a Trustee in any of the following circumstances:

1. if you are employed by or on behalf of the Fund or receive any payment for holding the office of Fund's Trustee (other than reimbursement of out-of-pocket expenses or, if a professional person, your normal professional charges for any professional work carried out for the Fund, subject always to the terms of section 67 of the Charities and Trustee Investment (Scotland Act) 2005, as may be amended or re-enacted from time to time
2. if you are a bankrupt person, or insolvent or apparently insolvent or have made any arrangement or composition with your creditors generally
3. if you are not permitted to be a Trustee in terms of Section 69 of the Charities and Trustee Investment (Scotland) Act 2005 (as may be amended or re-enacted from time to time)
4. if you are not a member of the Church of Scotland

## Equal Opportunities

We welcome applications for all suitably qualified and eligible candidates and are seeking to ensure we have appropriate diversity within the Trustees.

## How to Apply

The application form should be completed in full and returned to the Secretary by 12 noon on Thursday 27 January 2022.

[hbett@churchofscotland.org.uk](mailto:hbett@churchofscotland.org.uk).

Interviews will be held via Microsoft Teams.