Edinburgh Remakery Trustee role description

Title: Trustee
Location: Online and in-person attendance at Board meetings and planning days
Salary: Unpaid voluntary position, reasonable expenses will be reimbursed
Key Relationships: Edinburgh Remakery CEO, staff, fellow trustees and volunteers, and wider stakeholders

About Us

The Edinburgh Remakery is an award-winning environmental social enterprise committed to diverting waste from landfill and promoting a culture of repair and reuse. We provide people and communities with the skills and opportunities to live more sustainably.

Our Vision is to create a culture of sustainable, waste-free living, and protect our planet for future generations.

Our Mission is to reduce waste by providing repair and reuse services and training to communities and businesses.

Our Values are;
Spirited sustainability: Passionate and forthright about reducing waste, conserving and reusing resources, and promoting environmentally friendly practices.
Collaboration togetherness: Working effectively as a team, building strong, rewarding relationships both internally and externally with local people, organisations and businesses to create a more sustainable society.
Trusted expertise: Respected, innovative, determined experts striving for excellence and positive impact.
Community & inclusivity: Putting people and community at the heart of our work. Fighting for digital inclusion and providing exciting opportunities for people to get involved and gain knowledge.
Creative changemaking: Inspiring creativity and innovation, encouraging people to think, and act differently for a better tomorrow.

Role Purpose

The purpose of the role of Edinburgh Remakery (ER) director is to, along with other directors, provide strategic leadership and good governance for ER. This includes meeting the legal requirements of trustees of the organisation.

Key Responsibilities and Tasks of all Trustees

1. To ensure ER complies with its Articles of Association, company and charity law and any other relevant legislation or regulations.
2. To ensure that ER pursues its aims and objectives as defined in its Strategic Plan.
3. To ensure ER applies its resources exclusively in pursuance of its charitable objects.
4. To contribute actively to the Board in giving firm strategic direction to the organisation,
5. Setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
6. To safeguard the good name and values of ER.
7. To ensure the effective and efficient administration of ER.
8. To ensure the financial stability of ER.
9. To appoint the Chief Executive Officer and monitor their performance.
10. Support the Chair, Vice Chair and Treasurer in the leadership of the Board.

Classification: Internal Use

Practicalities

A key focus for Trustees is attending and contributing to Board Meetings which are held on a regular basis. The Trustee should use any specific skills, knowledge or experience they have to help the Board and Staff reach sound decisions in the best interest of the Edinburgh Remakery. This will involve scrutinising Board meetings papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives or on other issues in which the Trustee has special expertise and/or enthusiasm.

Full induction and training will be provided when joining the board. We are particularly keen to attract a diverse range of candidates to the Board and would therefore ask that you let us know if you have any specific support needs in this role.

Personal Specifications

Personal Attributes

1. A willingness to lead the organisation
2. A commitment to the organisation and its objectives
3. A willingness to devote the necessary time and effort
4. A willingness to speak your mind
5. Enthusiasm and passion for the circular economy
6. An understanding and acceptance of the legal duties, responsibilities and liabilities of the organisation

Key Skills

1. Strategic vision
2. Good, independent judgement
3. An ability to work effectively as a member of a team
4. Possesses tact, diplomacy and powers of persuasion
5. An ability to think creatively and ask challenging questions

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