

JOB TITLE:	Trustee, Millennium Point Trust
HOURS:	Trustees are expected to devote sufficient time to carry out their functions in an effective way. There are six board meetings annually, which last approximately 2 hours, plus an additional strategy and planning meeting each year. These may be during the working day or early evening. Some trustees will also be asked to sit on the Audit & Finance and Nominations Committees.
PAY BANDING:	pro bono
TERMS:	Non-remunerated trustee, for an initial three-year appointment
REPORTING TO:	The Chair of Trustees

MILLENNIUM POINT TRUST

Millennium Point Trust is a registered charity, whose charitable objects are to advance education for the public benefit in particular, but not exclusively, in the industrial and technological processes which have shaped the modern world and will shape the future world. The charity operates from Millennium Point in Curzon Street, Birmingham. We are therefore advocates for, and supporters of, STEM subjects and education, and working with and supporting organisations which promote and provide STEM educational and development activities within Birmingham.

The charity has a wholly owned subsidiary company, Millennium Point Property Limited (MPPL), which is charged with the operation of the Millennium Point building in Birmingham’s Knowledge Quarter.

MPT has two types of trustee: Member Trustees, which are those trustees nominated by one of MPT’s founder member organisations; and Independent Trustees. All trustees are required to work to the same trustee role description, regardless of whether they are member or independent trustees).

Millennium Point Trust is both a charity registered with the Charity Commission and a Private Limited Company by guarantee without share capital. Trustees will be appointed directors of Millennium Point Trust.

ROLE PURPOSE

The role is to act as a trustee and director of the charity, offering guidance, support, expertise and an objective perspective to the board on the key matters of strategy, operational management, organisational structure and development, commercial and financial affairs, and risk management. As a board member, you will help the charity set and deliver its strategy and charitable vision, and provide oversight of the property company as well as of the charity.

Some trustees will also be asked to chair or be members of sub-committees of the board, in particular the Audit & Finance Committee and the Nominations Committee.



STATUTORY DUTIES OF TRUSTEES

- Ensuring that the charity pursues its stated charitable objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy.
- Ensuring that the charity complies with its governing document (the Memorandum and Articles of Association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the charity applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the charity defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the charity
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place
- Ensuring the financial stability of the charity
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Chief Executive

In addition to the above statutory duties of all trustees, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees for Millennium Point Trust reach sound decisions.

This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or providing advice or insight on other issues in which the trustee has special expertise or experience.

PERSONAL SPECIFICATION

It is important to us that we have a diverse board of trustees, bringing varied views, experiences and skills to the board. Demonstrable experience in one or more of the following would be an advantage:

- an interest or involvement in STEM subjects or education
- Understanding of the legal and governance frameworks for charities, including relevant company law
- Charity fundraising
- Grant giving, evaluating grant applications and prioritising donation decisions
- Risk management and internal control
- Financial management and statutory financial reporting
- Marketing and / or event management
- Change management

It is likely that you will have significant relevant professional experience, having operated in management or leadership roles in commercial or not-for-profit organisations, and may also be degree qualified.

You may have non-executive director or trustee experience from other organisations, although for the right candidate lack of experience in this area should not be a barrier.

You will uphold the Seven Principles for Public Life (the Nolan Principles):

<https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>



COMPETENCY	REQUIRED BEHAVIOUR
LEADERSHIP	
STRATEGIC VISION	<ul style="list-style-type: none"> • Knowledgeable of Millennium Point vision, strategy, and direction across all areas and ability to relate this to own portfolio of activities
LEADING & INFLUENCING	<ul style="list-style-type: none"> • Inspires staff and business contacts to engage fully with the long-term vision and purpose of Millennium Point • Actively promotes Millennium Point’s reputation externally and internally – publicises successes widely
CONTEXTUAL ASUTENESS	<ul style="list-style-type: none"> • Understands the underlying social, political and historical factors influencing Millennium Point and uses this understanding to achieve required aims. • Knows who the key influencers are and how to go about involving them to shape activities and deliver results across the organisation. • Understands the formal and informal mechanisms and relationships that make up the decision making process of the organisation. • Identifies the relevant interest groups, networks and groupings
MANAGEMENT	
DELIVERING RESULTS	<ul style="list-style-type: none"> • Develops contingency plans to address unexpected developments – adjusts quickly when things change and takes prompt corrective action when things begin to divert from plan • Consistently delivers on time and to standard
MANAGING PERFORMANCE	<ul style="list-style-type: none"> • Regarded by others as an effective role model for performance, continuous learning and self-development.
PERSONAL DELIVERY	
COMMUNICATION	<ul style="list-style-type: none"> • Consistently communicates effectively with individuals at all levels from both within and outside of Millennium Point • Communicates with confidence, credibility, and tact at all times
RELATIONSHIPS	<ul style="list-style-type: none"> • Encourages inter and intra-organisational collaboration • Builds and maintains effective relationships to optimise success • Actively promotes knowledge sharing across the organisation
CUSTOMER FOCUS	<ul style="list-style-type: none"> • Displays a strong commitment to making service performance improvements • High-level awareness of the needs of internal and external customers • Outstanding internal and external customer service skills
DECISION MAKING	<ul style="list-style-type: none"> • Handles complexity and identifies the heart of problems to create clarity and act decisively • Combines a range of business information to identify key issues and risks • Recognises when decisions can be taken and when they need to be deferred to a higher level
SELF-MANAGEMENT	
SELF-AWARENESS	<ul style="list-style-type: none"> • Understands the likely implications and impact of emotions and actions, both on self and others in a range of situations. • Is aware of own personal strengths and development needs • Learns from experiences and takes action to modify own behaviour • Accepts constructive criticism • Is open to change

SELF-CONFIDENCE

- Acts with confidence and self-assurance
- Takes on stretching challenges that others may back away from
- Prepared to challenge the status quo and others in positions of power in pursuit of a specific goal

INTEGRITY

- Demonstrates a sense of commitment to openness, honesty, inclusiveness, loyalty and high standards
- Ensures confidentiality is maintained at all times

ADAPTABILITY / FLEXIBILITY

- Actively seeks out new ways of doing things in pursuit of continuous improvement
- Embraces and promotes new approaches when appropriate
- Shows willingness to lead and implement change as the organisation evolves
- Shows tolerance for ambiguity and unstructured situations
- Changes plans, goals, actions and priorities to deal with unpredictable or unexpected events, pressures, situations and job demands

SELF-CONTROL

- Manages own responses and reactions carefully when faced with demanding situations.
- Remains objective and stable