

UKRO Corporate Services Trustee:

Job Description:	Person Specification:
<ul style="list-style-type: none"> • Financial Management <ul style="list-style-type: none"> ○ Managing Accounts. ○ Day to day budgets, ○ Paying bills and expenses, ○ Managing Direct Debits, ○ Overseeing income, sponsorship, ○ Producing monthly and annual accounts, and ○ Getting accounts independently verified. • Administration – to include <p>Charity:</p> <ul style="list-style-type: none"> ○ Being Main Contact for the Charity Commission. ○ Completing Annual Charity Commission Return. <p>National Rescue Challenge:</p> <ul style="list-style-type: none"> ○ Managing challenge registrations, managing places. <p>General:</p> <ul style="list-style-type: none"> ○ Managing the UKRO Volunteers Database. ○ Leaving and Thank You letters. <p>World Rescue Organisation (WRO)</p> <ul style="list-style-type: none"> • WRO: <ul style="list-style-type: none"> ○ Returns – Annual forms and adhoc requests. 	<ul style="list-style-type: none"> • Be a champion for change and innovation. • Encourage and motivate all UKRO volunteers to ensure they are empowered to fulfil their role, be creative and innovative, and feel valued. • Strong, visible leadership to promote standards, ethics, skills and accountability. • Operate in a team based on shared responsibility and distributed leadership, working together in a cohesive and connected manner. • Provide a strategic background in all aspects of data/intelligence-mature decision-making and assurance processes to ensure early warnings are identifiable, proactively shared and jointly resolved. • Be digitally enabled and emerging technology embracing. • A collaborative research-based approach (Internally and externally), always seeking feedback and evaluating outcomes to drive communications, improvement, etc. • Actively seek feedback to ensure effective management and decision making is objective, with evidence, either qualitative or quantitative, ensuring no discrimination.

Completed by: Ian Greenman

Date: 24th March 2025

Review date: 31st December 2025

<ul style="list-style-type: none"> ○ World Rescue Challenge attendance by winners of UKRO National Rescue Challenge – Sorting how that works, who goes, what the charges are, what UKRO pays and doesn't, registering the teams, etc. • Assist in developing a strategy for effective succession planning across all roles within the charity. • Provide support and critique to existing UKRO Board of Trustees. • Working collaboratively with UKRO partners and between directorates. • Support the UKRO Business Plan, including vision & mission. • Promote and encourage cultural improvements, taking into account FRS sector reviews etc. • Assist with consideration of UKRO budget to contain cost, deliver efficiencies and maximise in regards value for money (Balance between Economy, Effectiveness and Efficiency). • Drive organisational improvement, linking to external and internal drivers. 	
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Specific role in focus: Strategic Leadership & People Management

Skills/Knowledge:	Experience required:	Behaviours/Person Capabilities:
<ul style="list-style-type: none"> • Political awareness. • Strategic capacity, capability, and resilience. • Delivery of effective collaboration to improve outcomes. • Coaching and mentoring. • Digitally enabled. • Effective communicator, capable of sustaining situational awareness for self and others. • Influencing and negotiating. • How to exploit innovative opportunities and deliver creative thought processes. • Leading self and others through change. • Building trust. • Problem solving. • Risk identification and management. • Business continuity and organisational resilience. • Financial acumen. • Fire and Rescue Sector awareness, i.e. legislative, external drivers, etc. • Recruitment and retention of people to deliver the charity's organisational objectives. • Career pathways and succession planning. 	<ul style="list-style-type: none"> • Managing environments, inclusive of differing stakeholders, i.e. Political, community, etc. • Significant budgetary leadership experience. • Contract management/commissioning experience. • Cross-system/complex organisation working. • Delivery of customer service expectations. • Strategic leadership of a medium-sized organisation. • Operating in an environment of pre-planned and dynamic priorities, capable of changing at short notice and to differing scales. • People management 	<ul style="list-style-type: none"> • Put the interests of the public, community, and service users first. • Act with integrity including being open, honest, and consistent. • Able to make decisions objectively based on evidence, without discrimination. • A positive role model able to demonstrate flexibility and resilient leadership. • Accountable for all actions. • Ability to challenge behaviours that fall short of the highest standards. • Recognise and promote the value of equality, diversity & inclusion within the UKRO and the wider emergency services community. • Stand against all forms of discrimination. • Create equal opportunities, promote equality. • Foster good relations. • Celebrate difference. • Agile and inclusive. • Empowering and enabling. • Adaptability and flexibility. • Audience orientated communicator. • Resilient and calm • Emotional Intelligence (Human/personable).

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		<ul style="list-style-type: none"> • Systems thinker. • Impact and influence capable. • Values-based leadership. • Informed judgement and robust decision-making. • Comfortable leading in uncertainty. • Evidence-driven. • Thirst for situational awareness and ability to make complex simple! • High levels of integrity. • Fair and robust. • Passionate about change and challenging the status quo (Paradigm breaking). • Passion for developing individuals and their careers
<p>Notes:</p> <ul style="list-style-type: none"> • All of the above are expected to be demonstrable at a 'Strategic Level'. 		