

CHAIR OF TRUSTEES

ROLE DESCRIPTION

The Prison Reform Trust Trustees play a vital role in making sure that we achieve our core purpose. Our Trustees oversee the overall management and administration of the charity. They also ensure that the Prison Reform Trust has a clear [strategy](#) and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable the Prison Reform Trust to grow and thrive, and through this, work towards our mission to create a fair, humane and effective justice system.

Board members have a collective responsibility. This means that Trustees act as a group and not as individuals. Charity trustees have six legal duties:

1. Ensuring a charity is carrying out its purposes for the public benefit
2. Complying with the charity's governing document and the law
3. Acting in the charity's best interests
4. Managing the charity's resources responsibly
5. Acting with reasonable care and skill
6. Ensuring the charity is accountable

More information about the role of a Trustee can be found in this Charity Commission [guide](#).

The role of Chair

The Chair provides leadership to the Board of Trustees to enable the Board to fulfil its responsibilities for the overall governance and strategic direction of the charity. The Chair works closely with the CEO supporting them to ensure the charity's strategic plan is implemented and objectives are met. You will play a key role in helping PRT grow its impact in the future.

The Chair is required to attend four board meetings a year held in Central London, and hold regular check-ins with the CEO.

Role responsibilities

The Chair of Trustees' responsibilities are as follows:

- Enabling PRT to succeed in its objective of working to create a just, humane and effective penal system.
- Working with the Board to provide strategic direction, set clear targets, and enable delivery of the strategic plan within budget.
- Ensuring that PRT operates within its charitable objectives, in compliance with all legal duties, and in accordance with best practice.

- Chairing meetings of the Board effectively and efficiently, bringing impartiality and objectivity to the decision-making process.
- Working with the CEO to ensure the continued engagement and involvement of all members of the Board and its subcommittees.

In addition to the above, the Chair of Trustees will also have the responsibilities and qualities of all trustees.

Responsibilities of all trustees

- Support and provide advice on the Prison Reform Trust's purpose, vision, goals and activities.
- Approve operational strategies and policies and monitor and evaluate their implementation.
- Oversee the Prison Reform Trust's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve the Prison Reform Trust's financial statements.
- Provide support to, and challenge if required, the Prison Reform Trust's CEO in the exercise of their delegated authority and affairs.
- Keep abreast of changes in the Prison Reform Trust's operating environment.
- Contribute to regular reviews of Prison Reform Trust's own governance.
- Attend Board meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect Prison Reform Trust's interests, to the exclusion of their own personal and/or any third-party interests.
- Contribute to the broader promotion of the Prison Reform Trust's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.

As a small charity, there will be times when the Trustees will need to be actively involved beyond Board meetings. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.

What we are looking for

Qualities and experience needed

- Supportive of PRT's vision of a just, humane and effective penal system.
- Strong leadership skills and the ability to motivate a team.
- Strategic thinking and experience of driving organisational strategy.
- Strong interpersonal, networking and relationship building abilities.
- Willingness and ability to understand and accept their responsibilities and liabilities as Trustees and to act in the best interests of the organisation.

- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to the Prison Reform Trust's values.
- Experience of chairing meetings and of working with or as part of a Board of Trustees.
- Experience of leading or representing an organisation or cause.
- Have existing networks which could be beneficial to PRT.

Terms of office

Trustees are appointed for an initial three-year term of office, renewal for two further terms to a maximum of nine years.

This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment

- Attending four Board meetings annually, currently hybrid, held on Teams/in person at our offices at 15 Northburgh Street, London EC1V 0JR.
- Holding regular check-ins with the CEO.
- Attending Prison Reform Trust events as required (ad-hoc — usually one or two a year).

PRT is proud to be an inclusive organisation where everyone can contribute, feel valued, and thrive. We believe that people come into our organisation with a unique set of skills, experiences and potential, and we are committed to giving these equal value in everything we do. We strive to create a culture of trust, compassion and respect and hold ourselves to account for the enactment of our values.

We recognise the unique insight and expertise that people with lived experience of the justice system bring to our work. A criminal conviction is not considered a barrier to employment or involvement with PRT. Instead, we actively value lived experience as a strength that enriches our organisation and supports more effective and compassionate reform.

How to apply

Please send your CV and a cover letter expressing your interest in the role and how you meet the above criteria along with a completed recruitment monitoring form (processed separately) to charlotte.story@prisonreformtrust.org.uk by **23:59 on Sunday 18th October 2026**.

If you have any questions, or would like an informal chat about the role, please contact our CEO, Pia Sinha pia.sinha@prisonreformtrust.org.uk.

Interviews will be held on Wednesday 4th November at our offices at 15 Northburgh Street, London EC1V 0JR.