# Enhance your skills as a [trustee / trustee director]

Are you looking for a rewarding career? Do you have an inquiring mind? Are you interested in helping the scheme run well for all its members? If so, why not join us!

The [scheme name] is [fact about the scheme, for example, a £1 billion pension scheme / has xx members].

## About the role

You don’t need to be a pensions expert! But [trustees / trustee directors] do have a responsibility to protect scheme members’ interests. As well as acting carefully, responsibly and honestly, they:

* manage and invest the scheme’s assets
* ensure the employer[s] [and active members] pay the correct contributions to the scheme
* pay the correct benefits to members
* run the scheme by the scheme rules and law, making sure it is well funded
* keep accurate records and fully inform members about their benefits

Although the [trustees / trustee directors] are responsible for the above, they do not need specialist knowledge in all these areas. They often appoint specialist advisers and service providers to help and support them.

We’ll give you support and training to gain the required knowledge and understanding within your first six months.

### How trustees are appointed

There are various ways in which trustees can be appointed. Some are appointed by [Employer name] as employer-nominated [trustees (ENTs) / directors (ENDs)], while others are selected from members of the scheme, member-nominated [trustees (MNTs) / directors (MNDs)]. Together, they are responsible for managing the scheme and making sure it’s run in-line with the scheme rules and pensions law.

## Who we’re looking for

We’re looking for an [MNT / MND[[1]](#endnote-2)], to help make decisions about running the scheme.

You’ll need to have:

* good communication skills
* the ability to work and contribute as part of a decision-making group
* good, independent judgement
* an interest in learning and applying knowledge
* a strong sense of commitment
* a desire to secure good outcomes for pension scheme members

## What you’ll gain

* Increased skills and knowledge.
* Broader experience.
* Induction and regular training to get you up to speed on the law and other areas you need to understand to carry out the role.
* Ongoing support from advisers and colleagues.

The long-term success of the scheme relies on our trustee board benefiting from a diverse range of viewpoints and perspectives. This means we need people with a range of skills and experience. Could this be you?

We’re open to flexible working and will consider any request for reasonable adjustments for health conditions or disabilities.

Learn more about being a [trustee / trustee director] from [The Pensions Regulator](http://www.thepensionsregulator.gov.uk/trustees).There’s also [free, online training for trustees](http://www.trusteetoolkit.com)[, which you’ll be expected to complete if you’re appointed].

## Next steps

Please [complete the enclosed application form or apply online at [website address]] before the closing date xx/xx/xxxx. Interviews will be held on xx/xx/xxxx.

You’ll need to be able to start on [date/year] and the term of office is for [xx] years.

[Read more](https://www.thepensionsregulator.gov.uk/-/media/thepensionsregulator/files/import/doc/EDI-leaflet.ashx) [Link to leaflet] about the trustee role, or email [email address].

**If you want to help us continue making a difference for our members - we want to hear from you.**

1. If looking for member-nominated. [↑](#endnote-ref-2)