

Swanage Railway Company

Trustee Director (Legal and Governance) - Role Description

Role Overview

The Trustee Director for Legal and Governance will play a central role in ensuring that Swanage Railway operates to the highest standards of governance, compliance, and accountability. This Trustee will provide expert oversight on legal matters, regulatory obligations, and organisational governance structures, supporting the Board in maintaining a transparent, responsible, and sustainable charity and company.

Key Responsibilities

- Provide strategic oversight of Swanage Railway's governance framework, ensuring compliance with charity law, company law, and relevant regulatory bodies.
- Advise the Board on legal and constitutional matters, including contracts, leases, intellectual property, safeguarding, and data protection.
- Support the development and regular review of governance policies, codes of conduct, and trustee protocols.
- Oversee risk management processes, ensuring that organisational risks are identified, monitored, and mitigated.
- Ensure trustee and director decision-making processes are legally compliant, transparent, and aligned with best practice in the charity and heritage sectors.
- Work with external legal advisors where required, ensuring value for money and appropriate use of professional services.
- Support trustee recruitment, induction, and training, helping to foster a culture of accountability and collective responsibility.
- Champion ethical practice, integrity, and good governance throughout the organisation.

Person Specification

- Professional legal qualification or substantial experience in legal, governance, or compliance roles.
- Strong understanding of charity law, company law, and regulatory frameworks (desirable: experience in heritage, transport, or cultural sectors).
- Ability to analyse complex information and present it clearly to non-specialist trustees and stakeholders.
- Commitment to the charitable values and community purpose of Swanage Railway.
- Strong interpersonal and communication skills, with the ability to influence and guide Board-level discussions.

Working Conditions

- This is a voluntary, non-executive Trustee position.
- Attendance at regular Board meetings is expected, with participation in relevant governance or operational sub-committees providing oversight as required.
- Site visits to depots, workshops, and operating locations are encouraged to maintain engagement with teams and assets from an oversight perspective.
- Trustees are expected to uphold the highest standards of governance, provide effective oversight, and act as ambassadors for Swanage Railway.