



Trustee with HR expertise

'The people who make up Friends of the Family became my family when I needed it most and I cannot thank them enough' – Kathy, Mum

What we do

Friends of the Family works with local families and children who are struggling with the challenges of family life. For almost thirty years, our skilled professionals and trained volunteers have been offering a safe and nurturing environment where children and parents are supported to help themselves.

You can read more about our work and the difference we are making to families on our website – www.fotfwinchester.org.

Trustees

The Charity Commission explains the duties and responsibilities of trusteeship in *The Essential Trustee*: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/866947/CC3_feb20.pdf

At Friends of the Family, our Trustees set goals and policies, ensure that we observe good practice, and support our staff and volunteers.

Vacancy

As we employ six staff and have a team of volunteers, we are looking to appoint a trustee who has professional expertise and experience of HR and people management, ideally in a non-profit environment.

Employment law and good practice are constantly changing, and you will help us to ensure that we comply with current requirements and treat all our people fairly and professionally. You will have extensive and up-to-date knowledge and experience of HR and people management (ideally, both paid staff and unpaid volunteers), and be able to apply these skills to the operation of a small charity. You will advise on all our HR practices and take the lead in regularly reviewing and updating our HR policies.

You will not be expected to handle HR issues at an operational level but will advise the Board on HR strategy and practice and be available for the Operations Director to consult as required. You will also share with other trustees a broader responsibility for good governance.

The role is voluntary and unpaid, and you will be required to become a Member of Friends of the Family.

What we will expect from you

- Professional experience of HR and people management
- Commitment and enthusiasm to promote our work and help vulnerable families.
- Integrity and professionalism
- The ability to think clearly and strategically.

- Good written and verbal communication skills.
- The ability to motivate and work with people from different backgrounds.
- Sufficient time to devote to the role.
- An understanding that we are a small charity with limited resources and that Trustees need to help with many different tasks.

You do not need prior Board experience to become a Trustee. We strive to be an inclusive employer and apply the same standards to recruiting Trustees.

‘It is so rewarding to be a Trustee of a charity that is making such a difference to the lives of vulnerable families and children in my local area.’ – Clare, Trustee

What you can expect from us

- A warm welcome!
- A thorough induction process, including the chance to meet all our staff and attend some of our project activities. You will be given a trustee information pack and your own Friends of the Family email address.
- A ‘buddy’ trustee to support you for the first four months.
- A review meeting with the Chair after you have attended three Board meetings.
- The opportunity to make a real difference to the lives of vulnerable children and families.
- A supportive setting within which to build your knowledge and skills about charity governance.

‘My volunteer is a very good listener. We have fun together and I can talk to her about what’s on my mind’ – Emma, Child

Meetings and time commitment

Trustees are appointed at our AGM in November and serve a three-year term which is renewable for a further three years.

The Board meets six times a year, usually at our office at the Friends Meeting House in Winchester. Meetings begin at 10.00 and last for around two hours. You will also be a member of the Management Committee, which meets six times a year via Microsoft Teams. In addition, you will need to allow time for preparation and follow-up from meetings and be available occasionally to advise on HR issues as they arise. Each month is different, but an average commitment of 6-8 hours per month is required inclusive of meetings.

You will also attend our AGM in November and an annual gathering of staff and trustees in October.

Safeguarding

At Friends of the Family keeping children and families safe is our most important priority. All staff, volunteers and trustees are required to undertake a DBS check prior to starting work (renewed every three years), and the chosen candidate will be asked to provide two references before a formal offer is made. Safeguarding training will be provided, and our Safeguarding Policy – including our Code of Behaviour - can be accessed via our website [here](#).

How to apply

If you would like to apply to become a Trustee, please complete the application form available on our website: www.fotfwinchester.org/about-us/vacancies and send it to our Chair, Karen Hazlitt, at karen@fotfwinchester.org. If you would like to have a chat with Karen before applying, she will be happy to speak to you and answer any questions. Please reach out to her on the email address above or contact one of our team on admin@fotfwinchester.org who will be happy to help.

The deadline for applications is midnight on Friday October 20th, 2023, and shortlisted candidates will be interviewed later in October.

Thank you for your interest in our work. We look forward to hearing from you.

'Friends of the Family has been like an oasis in the sun for me' – Darren, Dad