



Trustee – Volunteering

'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 facing the challenges of family life. For 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

Our Trustees set our goals and policies, ensure that we observe good practice, and support our staff and volunteers. You can read more about the legal duties and responsibilities of trusteeship in The Charity Commission's guide: [The Essential Trustee](#).

Vacancy

We are looking to appoint a trustee with current or recent experience of either volunteering with our Mums and Young Children Group or being a Befriender with our 5s to 13s Befriending Service.

Our Board of Trustees has diverse responsibilities, and every decision we take must be in the best interests of the families we serve. You will not be expected to formally represent other volunteers, but you will offer a volunteer or client perspective to our discussions and suggest ways in which we can better serve families and children. If you are currently volunteering with a project, we will encourage you to continue.

All trustees share a broader responsibility for the good governance of the charity, and you will need to take an interest in all of our work, not merely the project for which you volunteer. We are looking for a trustee who, in addition to volunteering, has skills and experience relevant to the management and development of a small charity.

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

- Current or recent volunteering experience with Friends of the Family.
- 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.
- Your own Friends of the Family email address.
- A review meeting with the Chair of Trustees after your first three months and annual reviews thereafter.
- 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 four times a year at the Friends Meeting House in Winchester, and we also have an annual away-day for all staff and trustees. In addition, you will be a member of the Management Committee, which meets four times a year via Microsoft Teams. Between meetings, you will need to allow time for preparation and follow-up, respond promptly to emails, and be available to advise on legal issues if/when they arise.

In addition to these formal commitments, we encourage all trustees to attend our events whenever possible. Whether it is the annual thank you tea for our volunteers, a workshop on how to support anxious children or running 10K to raise funds, you will be very welcome.

Each month is different, but you should expect an average commitment of 6-8 hours per month, inclusive of meetings.

Safeguarding

Keeping children and families safe is a critical priority for us. If you are chosen to become a trustee, you will first have to provide two written references and photo ID and undertake a DBS check (renewed every three years). Safeguarding training is provided to all new trustees, 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 below and send it with a covering note to our Chair, Chris Bale, at chrisbale@fotfwinchester.org. If you would like to have a chat with Chris before applying, he will be happy to speak to you and answer any questions.

The deadline for applications is midnight on Monday September 9th, 2023, and shortlisted candidates will be interviewed later in September.

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



Trustee Application Form

STRICTLY CONFIDENTIAL

Thank you for your interest in applying to join Friends of the Family as a trustee.

Please complete all sections, expanding boxes where you need to.

Once you have completed and signed your application, it should be marked as 'Confidential' and returned by email to our Chair Chris Bale, at chrisbale@fotfwinchester.org

The closing date for applications is midnight on Monday 9 September 2024.

Please note:

- All data will be held in the strictest confidence, in line with the *Data Protection Act 2018* and our privacy policy (available on request) and will only be used for the purpose of selection of trustees.
- This post is subject to a clear enhanced Disclosure and Barring Service (DBS) check.
- All new trustees will be required to complete a Trustee Eligibility Declaration Form before appointment.

Personal details

Title:

First name(s):

Surname:

Address (for correspondence):

Postcode:

Daytime Tel:

Mobile:

Email:

Please let us know where you heard about this role:

Interest and Motivation

Why would you like to become a trustee of Friends of the Family?

Skills and Expertise

What relevant **skills and expertise** would you bring to (a) the Board as a whole, and (b) the specific Trustee vacancy being advertised?

Experience

Please list below details of recent, relevant **experience** including employment history, board level positions, memberships, qualifications, voluntary work, community activities, or other relevant experience which you feel may be relevant to this application. Feel free to attach any further information or CV as necessary.

Friends of the Family Ethos

How does your personal ethos align to Friends of the Family?

Links with Friends of the Family

Do you have any personal or professional links with Friends of the Family? If so, please tell us.

References

Please give us the names and contact details of two referees that we may contact (one should be professional).

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Relationship:

Name:

Address:

Postcode:

Tel: (daytime)

Email:

Relationship:

I certify that the information given on this form is correct to the best of my knowledge:

Signed: _____ **Date:** _____

Thank you for completing this application form and for your interest in becoming a trustee.