



## Trustee – Legal 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 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](http://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

Given the sensitive nature of our work and the fact that we employ a team of staff and volunteers, we are looking to recruit a Trustee with professional legal expertise and experience. We realise that nobody is an expert in every area of the law but believe that a trained legal mind will strengthen all the Board’s discussions and ensure that we obtain specialist advice when needed. You will share with other trustees a broad responsibility for the good governance of the charity, including the development of policies.

Some of our families have legal difficulties of their own. You will NOT be expected to provide legal advice to them, but knowledge of family law and an understanding of the challenges and difficulties that families face would be helpful.

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 legal expertise and experience.
- 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, including responding to emails.
- 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.

## 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.

*'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

## Meetings and time commitment

Trustees are usually appointed at our AGM in October 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](mailto: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 Friday 27<sup>th</sup> March and shortlisted candidates will be interviewed in April.

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

# 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 Chris Bale – [chrisbale@fotfwinchester.org](mailto:chrisbale@fotfwinchester.org).

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 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 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.