



Trustee

'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 over 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 make 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](#). The main duties of a trustee are summarised [here](#).

Vacancy

A strong Board of Trustees needs a range of professional skills and experience, from charity governance and management to fundraising, communications and marketing. Sometimes we advertise specifically for people with those backgrounds. But trustees' personal skills are equally important because everything we do depends on maintaining trust and understanding between people – the families we serve, the volunteers who make our work possible, our excellent staff team, and the donors who support us.

You will be a warm and friendly person with excellent interpersonal skills and an enquiring mind. You will live in or near Winchester and have the time and flexibility to prioritise your work as a Trustee. In addition to attending meetings and responding to emails, you will attend various events, such as the annual thank you lunch for volunteers, a workshop on how to support anxious children or a Christmas craft workshop. You will be a good listener and an enthusiastic advocate. If you also have specific skills and experience that would strengthen the Board, and/or experience of working with us as a volunteer, so much the better!

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

- Commitment and enthusiasm to promote our work and support 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.

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.
- 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 appointed at our AGM in early 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 either the Management and Operations Committee or the Fundraising and Communications Committee, both of which meet four times a year via Teams. Between meetings, you will need to allow time for preparation and follow-up and respond promptly to emails.

In addition to these formal commitments, we encourage all trustees to attend our events whenever possible, and that will be a particular priority for you.

Each month is different, but you should expect an average commitment of 8-12 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 Operations Director, Joanna Smith, at admin@fotfwinchester.org. If you would like to have a chat with Jo or our Chair of Trustees before applying, please get in touch - we will be happy to speak to you and answer any questions.

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

‘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