

Call for Volunteer Trustees

Could you become a Wiltshire Treehouse trustee and support our work in helping children, young people, and their families through personal loss?

Who are we:

Since launching in 2014, Wiltshire Treehouse have provided bereavement support to children and young adults up to 25 throughout Swindon and Wiltshire. We recognise that bereavement affects everyone differently. We believe that when people find a safe and inclusive space, they can begin to explore and understand their own individual grief. Our advice and creative support programmes provide exactly that, but with your help we could do more.

How can you help?

We are currently looking for trustees to work with our board. Whether you are an experienced trustee or just starting out as a volunteer within the charity sector, we would be delighted to hear from you. In particular, if you have experience working with children, young people, or within education, health, strategy, finance, HR, IT, Marketing, Fundraising & GDPR your expertise could be vital. Overleaf you will find a breakdown of our Trustee roles, if you feel you would like to take on the responsibility of one of these areas, we would be most grateful to you.

Commitments and Opportunities:

As a Trustee we would ask for a minimum of 3 years commitment, however, we recognise that life happens, and this could result in an earlier resignation. Likewise, we don't limit you to only 3 years, several of our Trustees have been with us for much longer. Reporting to the Chair of Trustees you must be available to attend at a minimum 80% of trustee meetings, either in person or virtually. Trustees meet once every 6 weeks and are responsible for ensuring Wiltshire Treehouse is run smoothly and providing good quality support services to as many bereaved children and young people as our resources allow. There is also a requirement to attend at least 2 community events, this could be cheque presentations, training, service delivery opportunities or fundraising events such as our Easter trail, Halloween hunt or stands/stalls.

Finally, as a Trustee there are some mandatory training courses, including Safeguarding as a Trustee; an online introduction to safeguarding as a Trustee, which must be completed within 6 months of accepting the role. Other training resources and courses are available, and we will keep you up to date with any training that we feel could be beneficial to your role.

We appreciate that the above may seem a little daunting to start with. But don't forget you are not alone in your journey. All Wiltshire Treehouse Trustees are supportive and there to help guide you through your initial Trustee journey, and we have an amazing team of staff and delivery volunteers who will be happy to chat to you about the charity. The time, commitment, knowledge, and skills that you can bring to the table will 100% make a positive impact for bereaved families locally. And as part of our team, we can offer you career development, the chance to meet new people and develop new skills, as well as our commitment to your emotional wellbeing.

Getting involved:

To apply, simply complete an application form and return it to us via email at: admin@wiltshiretreehouse.org.uk.

Thank you so much for considering volunteering with us and we look forward to hearing from you.

Trustee Roles and Responsibilities:

Area of responsibility	Duties
Finance - treasurer	<ul style="list-style-type: none"> • In conjunction with the business director: • Ensure appropriate insurances are in place. • Liaise with Westlea regarding payments for accommodation as appropriate. • Presenting financial reports to the board in a format that helps it understand the charity's financial position. • Advising the board on how to carry out its financial responsibilities. • Liaison with payroll to ensure staff salaries and overheads are correctly paid. • Ensuring audit trails are appropriately recorded. • Forecasting spends, feeding into strategic decision making to ensure costs and fundraising targets align. • Ensure list of assets is up to date. • Liaising with professional advisors • Overseeing the preparation and scrutiny of annual accounts • Undertaking monthly reconciliation of accounts and monitoring the bank account to ensure funds are spent appropriately and in line with the delegated authority thresholds. • Liaison with payroll to ensure staff salaries and overheads are correctly paid. • Banking- approving payments including staff salaries; setting up payments; managing the range of staff and trustees who also have access to the bank account. • Line management of Business Director.
Chairperson	<ul style="list-style-type: none"> • Chair the Wiltshire Treehouse Board of Governors in accordance with its governing document. • Ensure AGM meets legislative requirements. • Oversee the development of the Board. • Recruit new trustees, including preliminary discussion, interview, review of references. • Agreeing agendas in preparation for trustee meetings • Chairing meetings • Accountable for ensuring the risk register is always up to date, responsible for sign off. • Oversee training and development of trustees – (Gemma will hold the data with referencing and experience) • Agree sign off for Mandatory Trustee Training • Responsible for ensuring contingency planning is in place so there is appropriate experience in place across the Trustees i.e. Bereavement training, safeguarding.
Vice Chair	<ul style="list-style-type: none"> • To deputise for chair as appropriate
HR lead	<p>Support for HR queries & escalation. Advise charity on HR matters i.e. disciplinary, grievance.</p> <ul style="list-style-type: none"> • Review and update charity policies annually and amend as appropriate. • Review trustee recruitment pack and handbook. • Distribution of Trustee role related literature. • Involved in trustee onboarding process. • Trustee pack to include details of programmes. <p>Oversight of the below which both the Service & Business Director are responsible for:</p> <ul style="list-style-type: none"> • Monitoring staff appraisals to ensure meetings and reports are being held in accordance with agreed procedures. • Leading and implementing staff rewards and pay. • With appropriate external agency set up and implement pay increments for all staff. • Liaise with treasurer as appropriate. • Oversee staff training and personal development.

	<ul style="list-style-type: none"> • Ensure staff handbook is up to date. • Review annual leave calculation system. • Work with external agencies to ensure charity is supporting its employees in line with up-to-date legislation and best practice.
IT lead	<p>Available for IT queries and escalation to be referred to wider board for consultation. Oversight of the below which both the Service & Business Director are responsible for:</p> <ul style="list-style-type: none"> • Oversee and advise on website development ensuring it is legally compliant. • Oversee and advise on best use of social media. • Oversee and advise on the IT systems used by staff. • Oversee and advise on best practice within cyber security.
GDPR Lead	<ul style="list-style-type: none"> • GDPR lead. • GDPR Training. • Register with ICO, understand, and apply the rules. • Responsible for annual sign off for GDPR/information security policies. • Responsible for ensuring data is deleted in line with retention policy. • Annual data protection testing awareness completion. • Ensure privacy notices updated and fully completed.
Fundraising lead	<ul style="list-style-type: none"> • Energise volunteers and trustees to undertake or oversee a coordinated range of community fundraising initiatives. • With Business Director, develop and implement the marketing plan for Wiltshire Treehouse. • Ensure ongoing support in place from all Trustees continuing to have visibility in the community and raising awareness of the charity and continued growth.
Service delivery lead	<ul style="list-style-type: none"> • Line manage Service Director. • Responsible for annual report sign off prepared by the Business & Service Director. • Oversee evaluation of data collection and its analysis.
Safeguarding lead	<ul style="list-style-type: none"> • Accountable for ensuring the Charity maintains safeguarding responsibilities. • Provides adequate contingency across the Trustee's ensuring sufficient. safeguarding expertise across the group. • Lead for safeguarding queries. <p>Oversight of the below which the Service Director is responsible for:</p> <ul style="list-style-type: none"> • Ensure that safeguarding policies up to date. • Ensure the safeguarding training up to date. • Ensure the Ensure DBS checks up to date.

Our Policies:

Whilst we know that this is a lot of reading, as Trustees you will be responsible for guiding and ratifying policies. Therefore, whilst we know you won't learn them by rote. We do as you to spend some time familiarising yourself with our policies, and providing challenges for any areas that cause confusion or uncertainty to yourself. This is helpful to us as an organisation, and we welcome your feedback and pointers to improve our practices.

- Equal Opportunities, Equality & Diversity Policy:
https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/Equal%20Opportunities%20Policy%20%20New%20format%202023.pdf
- Child Protection & Safe Guarding Policy:
https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/WT%20Safeguarding%20Policy.%20New%20format%202023a.pdf
- Self Harm Policy:
https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/WT%20SELF%20HARM%20Policy.%20New%20format%202023.pdf
- Data Protection & GDPR Policy:
https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/Data%20Protection%20GDPR%20Privacy%20New%20format%202023.2.pdf

- Complaints and Compliments Policy: https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/Complaints%20Procedure%20New%20format%202023.pdf
- Retention Schedule: https://www.wiltshiretreehouse.org.uk/uploaded_files/1090/images/Retention%20Schedule%20New%20format%202023.pdf
- WTH Fundraising pack: https://www.wiltshiretreehouse.org.uk/uploaded_files/1077/images/Fundraising%20Pack%202023.pdf
- Charity commission trustee guidelines: <https://www.gov.uk/guidance/charity-commission-guidance>

The Difference you can make:

Here is some feedback from our beneficiaries, a reminder of why we are all so committed to Wiltshire Treehouse.

“Your pack is the best information I have read about child bereavement, thank you” – *Father of an 8-year-old.*

“I found writing a letter to my Grandad difficult because it was upsetting, but it helped to get my feelings out” – *Nest participant.*

“The girls really enjoyed the group and didn't stop talking about it for weeks. We framed their work and put it next to my son's picture”. – *Family who attended Family Group.*



Pic: Family programme

“Thank you for taking the time to talk through our situation. It has definitely helped us plan our way forward” – *Parent of an 11-year-old.*



Pic: NEST young people's support group

“I found it helpful learning about how grief affects children and being able to speak to others in similar situations”.

– *Parent from the Family Programme.*

“It was really important to me that I had someone local that I could talk to, someone I knew we could meet in person. Not someone miles away on a national helpline. Thank you”

– *Parent of a 13-year-old.*

“With help from Wiltshire Treehouse, Lottie has really opened up at home. Now able to talk about her dad and memories of him without getting upset”. – *Mother of a 7 year old.*

“Thank you to everyone who gave up their time to help our children”. – *Parent of Family Programme.*

“My daughter will never forget how much you helped her, and neither will her dad and I. Thank you”. – *Mother of a NEST participant.*



Pic: A memory jar from one of our groups

The Journey to becoming a Wiltshire Treehouse Trustee



Contact Wiltshire Treehouse to request an application pack using admin@wiltshiretreehouse.org.uk

If you would like an informal chat to find out more about the charity please email businessdirector@wiltshiretreehouse.org.uk

Complete application form and send to admin@wiltshiretreehouse.org.uk.

A representative of the Trustee Board will contact you to set up an interview.

Attend interview.

If successful within the post, Wiltshire Treehouse will obtain at least 2 of your references.

If unsuccessful we will hold your application for 12 months. Before deleting from our system.

Wiltshire Treehouse **Trustee Induction Pack** forwarded to you via email.

Read, sign and return forms and commitment statement.

Congratulations! We look forward to having you on board.

Westlea Primary School, Langstone Way, Westlea, SWINDON, SN5 7BT - Phone: 01793 987105
Email: admin@wiltshiretreehouse.org.uk Website: www.wiltshiretreehouse.org.uk - Registered Charity Number: 1159719

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TRUSTEE APPLICATION FORM

We use the details on your completed application form as the sole basis for shortlisting candidates for interview. Curriculum Vitae are not accepted.

Position applied for: TRUSTEE	Interview Date and Time: (for office use only)
Please state where you have seen this role advertised:	Action: (for office use only)

Personal Information	
Surname / Family Name:	Title: (Please specify) e.g. Dr / Mr / Mrs / Miss / Ms / Other
First Name(s):	<u>Only required for paid roles</u> National Insurance Number:
Previous Surname(s) / Family name(s):	Do you require/hold a UK work permit or visa: Yes No (please specify) If yes, date of expiry:
Home Address:	Work telephone number: May we contact you at work about your application? Yes No (please specify)
Postcode:	Home telephone number:
Email address:	Mobile number:

Professional Qualifications and Education		
Training institution and level of qualification	Dates	Results

Professional Qualifications and Education Continued			
School / College / University	Qualifications	Dates	Results

Membership of Professional Bodies	
Name:	Membership / Status:
Renewal Date:	Number:
Name:	Membership / Status:
Renewal Date:	Number:

Work Experience

Please give details of all relevant work and life experience, including previous employers, voluntary work, and any gaps in employment (include dates). Continue on a separate sheet if required.

Please answer the following question if the role description / person specification for the role states this as either essential or desirable:

Do you hold a current full driving licence?

☐ Yes ☐ No ☐ N/A

If yes, is it a clean driving licence?

☐ Yes ☐ No If no, please give details

Do you have access to a vehicle for work purposes? ☐ Yes ☐ No

Supporting Statement

Please set out below any further information which you feel supports your application. In particular, you should refer to the trustee roles and responsibilities, together with your reasons for wanting this post. The statement should be **no longer than two sides** of an A4 sheet.

References

As an organisation working with children and young people, we require references which cover **at least the last 5 years of your employment**. One reference **must** be your **present or most recent employer**. If this is your first role since leaving full time education, your head-teacher or further education tutor should be given as a referee. We reserve the right to approach **any** current or previous employer or organisation where you have worked in an unpaid capacity, without further notification to you. Where a Genuine Occupational Requirement (GOR) is claimed for the post under Equality Act (2010), a pastoral reference will be required. You may also give details of a personal referee as well.

1. Current Employer	2. Previous Employer
Name:	Name:
Job Title:	Job Title:
Organisation's Name/Address (in full):	Organisation's Name/Address (in full):
Telephone Number:	Telephone Number:
Email:	Email:
Employed From: To:	Employed From: To:
In what capacity do you know them?	In what capacity do you know them?
3. Clinical Supervisor (where relevant)	4. Previous Employer/Personal Referee/Pastoral Referee* (*delete as appropriate)
Name:	Name:
Job Title:	Job Title:
Organisation's Name/Address (in full):	Organisation's Name/Address (in full):
Telephone Number:	Telephone Number:
Email:	Email:
Employed From: To:	Employed From: To:
In what capacity do you know them?	In what capacity do you know them?

Can we contact your current employer?

☐ Yes ☐ No

Have you applied for this post due to a personal contact within the organisation?

E.g., a friend/family member/you were a beneficiary?

If yes, please state their name:

If appointed, do you have a particular start date in mind?

Declarations

Data Protection:

"I give permission for Wiltshire Treehouse to process and hold on computer the information or data I have supplied or referred to on it, including any information that I consider to be sensitive and personal. I understand and agree that this information will also be held on my personal file, if I am appointed."

"I agree that Wiltshire Treehouse may use the information provided in this application form for equality monitoring purposes, compiling statistics, maintaining other employment records and completing statutory returns as required."

References:

"I agree that Wiltshire Treehouse may ask my referees for comments on my suitability for the post and in respect of employment referees request details on my performance, reasons for leaving and suitability to work with children and young people, where applicable."

Application submission:

"In submitting this application form, I confirm that the information I have given is correct and complete and I understand that giving misleading or untruthful statements may result in my dismissal if they become known after my appointment."

Eligibility as a Trustee:

"In submitting this application form, I confirm that I am eligible to become a Trustee, as per the Charity Commissions requirements: [The essential trustee: what you need to know, what you need to do - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Canvassing:

Any applicant who canvasses a Director of Wiltshire Treehouse or a member of the selection committee shall be disqualified from the appointment.

DBS Checks:

Successful candidates applying for roles that involve direct work with children will require an enhanced Disclosure and Barring Service check. By signing this application form and on success of a position, you are willing to undertake a an enhanced Disclosure and Barring Service check.

Name:

Date:

Signature:

Wiltshire Treehouse is an equal opportunities employer. All applicants are judged solely on their ability to do the role for which they are applying. To ensure that the aims of the policy are being achieved, Wiltshire Treehouse need to record certain personal details about applicants. You are therefore requested to provide the monitoring information, which will be treated in the strictest confidence.

The information will be held on computer files for the purposes of monitoring the operation of the policy on equalities and is subject to the provisions of the Data Protection Act. All unsuccessful application forms will be destroyed after one year.

Ethnic Background

White

- ☐ English / Welsh / Scottish / Northern Irish / British
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background, write in:

Mixed / multiple ethnic groups

- ☐ White and black Caribbean
- ☐ White and black African
- ☐ White and Asian
- ☐ Any other Mixed / multiple ethnic group, write in:

Asian / Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background, write in:

Black / African / Caribbean / Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean background, write in:

Other ethnic group

- ☐ Arab
- ☐ Any other ethnic group, write in: