



Information pack for the role of Trustee

Thank you for your interest in becoming a Trustee of The Separated Child Foundation. This is an exciting opportunity to help improve the lives and life chances of refugee children arriving in the UK alone.

We are looking for two Trustees to join our Board in early 2025. We welcome all applications and are particularly interested in applications from people with leadership experience in the following areas: law, HR, communications, and fundraising.

Diversity and inclusion

The Board of Trustees at The Separated Child Foundation values its own diversity, as it reflects the nature of our society. We welcome applications from people of all backgrounds, including those with lived experience and experience of being minoritised.

We oppose all forms of discrimination including those against Trustees, volunteers, employees, contractors and service beneficiaries.

About us

Established in 2007, The Separated Child Foundation offers practical, emotional and social support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homelands because of war, terror or persecution.

We currently have two part-time staff members: our Chief Executive and a Programme Manager. The staff team is supported by a Board of Trustees, 50 volunteers, freelance Youth Workers and a freelance fundraiser. We work in partnership with over 115 agencies in dozens of locations across the UK to offer a range of support to separated children.

Board of Trustees

We currently have 12 Trustees (including the roles we are looking to fill). Trustees currently meet every two months with Committee meetings in between. The Board meetings are generally run remotely with at least one annual meeting face to face.

General duties of a Trustee

Trustees play an essential role in the governance of The Separated Child Foundation and its future development.

The following areas are key Trustee duties:

- To ensure your charity is carrying out its purposes for the public benefit
- To comply with your charity's governing document and the law
- To act in your charity's best interests
- To manage your charity's resources responsibly
- To act with reasonable care and skill
- To ensure your charity is accountable

For more information see:

<https://www.gov.uk/guidance/charity-trustee-whats-involved#about-charity-trustees>

The role of a Trustee

Please see [Section 3](#) of the Charity Commission's guidance to check that you are eligible to be a Trustee.

Responsibilities

Trustees are expected to:

- Attend and participate in Board and Committee meetings
- Contribute to, and understand, the strategic direction of The Separated Child Foundation, its values, strategy, risk management and financial position
- Review progress on the implementation of the agreed strategies, plans and budgets
- Take part in strategy development exercises and attend training sessions if, when or as appropriate
- Participate in relevant events and engage in networking opportunities to enhance visibility

All Trustees should have the following qualities:

- Good, independent judgement and a willingness to speak their mind and respectfully challenge
- Capacity and willingness to devote the necessary time and effort
- Understanding of the legal duties, responsibilities, and liabilities of Trusteeship
- Ability to work effectively as a member of a team and respect the views of others
- Willingness to be available to staff for advice and enquiries on an ad hoc basis
- Dedication to The Separated Child Foundation's cause and objectives
- Ability to act as the charity's ambassador to external bodies, charities and companies

Terms of office

- Trustees are appointed for a three-year term of office, with possible renewal for two further terms to a maximum of nine years
- This is a voluntary position, but reasonable expenses will be reimbursed

To apply

Please send your CV and a written statement (no more than one page) outlining your suitability and motivation for this role to contact@separatedchild.org

Should you be selected for interview, we will also require the details of two referees (name and email address).

Please note that appointment is subject to the results of a Basic DBS check and completion of relevant online training.

If you need any support in making your application, please send your request to contact@separatedchild.org or call 07376 721325.