

# Trustee information pack

September 2024



# Welcome from the Chair

## Dear applicant,

Like all national charities that provide benevolent support we are facing challenging times and the need for strong and supportive governance has never been so important.

The Naval Children's Charity has undergone significant strategic change and growth over the past few years with a rebrand and refreshed strategy providing the Charity with an exciting future that looks to increase our reach so that we can support more of our children to improve their wellbeing and development.

Working in close partnership with the Chief Executive, Senior Leadership team, staff and wider stakeholder groups we are shaping a confident charity that builds upon its established values and resources.

We are now seeking new Trustees to join our Board and bring additional experience and complimentary skills to the governance of the Charity. Following a recent skills audit it was determined that this particular recruitment will focus on adding new skills from the following priority areas:

- Finance and funding
- Digital communication

**Thank you for your interest in the Naval Children's Charity and we look forward to receiving your application.**



**Christopher Tite**  
Chair, Naval Children's Charity

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# Information pack

Thank you for your interest in becoming a trustee of the Naval Children's Charity and for taking the time to read this information pack.

## About us

The Naval Children's Charity has been helping Naval Children since 1825, for nearly 200 years. If you serve or have served in the Naval Service (Royal Navy, Royal Marines, QARNNS, WRNS, Reserves or Royal Fleet Auxiliary) and you have a child/children up to and including the age of 25 we may be able to help you.

Our headquarters is in Portsmouth with outreach caseworkers based in Helensburgh and Plymouth covering the UK and Commonwealth. We have a wonderful Trustee Board who support us in what we do.

Based in Castaway House alongside other Naval charities such as the RNBT we are able to work closely with them to ensure we can deliver support to children quickly and effectively.

Originally orphanages, we now use the money from them as a Fund to cover our operating costs which means that every grant and donation – every £1 raised for us goes directly to one of our children.

We help around 2000 children directly each year and many thousands more through our resources and work with communities and other organisations.

We believe that to be the child of someone who is, or has been, in the Naval Service should be a positive and enhancing experience – something to be borne with pride. For those children where life is more difficult, we are there to help.

[www.navalchildrenscharity.org.uk](http://www.navalchildrenscharity.org.uk)

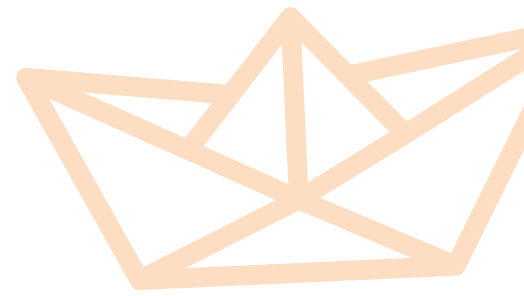
## About the role

**To enable us to strengthen our Board and further our incredible work, we are seeking two new trustees for an initial term of three years:**

- One with experience in Funding or Fundraising to support our growing programmes of support as we seek additional income streams; and
- One with a background and experience in Digital/IT and communications across multiple platforms including, but not limited to: cyber security, service design, data management and analysis, digital strategy across various platforms including conventional, digital, social media, artificial intelligence, data analytics, branding and marketing.



# Being a charity Trustee



The Charity is led by a Board of Trustees who assess and review our strategy and policies and provide oversight of the executive team.

Our trustees act in the best interests of the Charity, in accordance with our Constitution, ensuring that the Objects of the Charity are delivered as effectively and efficiently as possible and that the Charity applies its resources exclusively for the benefit of our Naval children and young people.

Our existing trustees bring a variety of skills and experiences, such as law, safeguarding, finance and investments, medical, and lived experience of the Royal Navy. Your background, skills and experience will further enhance this for the benefit of our families.

## The successful candidates will:

- Be aligned to our vision, purpose, key goals and values and be able to demonstrate their commitment to equality, diversity and inclusion;
- Be able to contribute positively to the Charity in a non-executive capacity, operate strategically, be held accountable and hold others to account;
- Be able to build supportive relationships and work as a team. This will involve working collectively with others, supporting collective decision-making, being comfortable in sharing your views and expertise with fellow trustees and the Senior Leadership Team (SLT) whilst still bringing your own ideas, perspectives and experiences to discussions;
- Have the ability to analyse and interpret complex information and evidence, demonstrate impartiality, intellectual flexibility and sound judgment;
- Have the ability to listen, communicate and influence effectively;
- Have the capacity and skill to understand stakeholder priorities;
- Be a collaborative and pragmatic problem-solver and have the ability to adapt and respond to change.



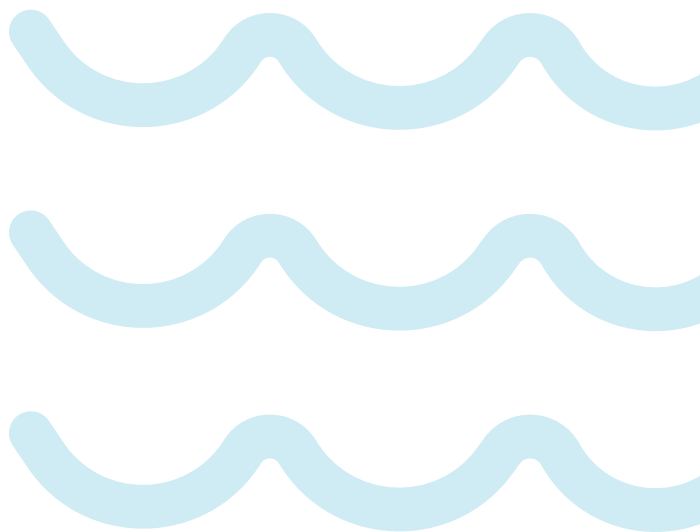
**Our trustees are all unpaid volunteers but can claim reasonable out-of-pocket expenses. The typical time commitment will include attendance at and preparation for:**

- A minimum of three scheduled Board meetings per year (held at our offices, 311 Twyford Avenue, Portsmouth). Meetings are usually held in March, late June/early July, and October and normally last for around 3 hours;
- A Board away day / strategy session in Spring each year, held at an external location;
- A minimum of two Board committee meetings (all our trustees are expected to sit on at least one Board committee – Finance, Welfare, Marketing); and
- Relevant training or other development as determined throughout the year. We will provide the successful candidate with a bespoke induction and training programme, commensurate with the experience of the individual selected.



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# How to apply

The closing date for applications is 4<sup>th</sup> October 2024.

The charity reserves the right to close the campaign early if sufficient applications are received.

We welcome applications from anyone who meets the essential criteria for the role irrespective of their background, community, industry or protected characteristics. If you require any reasonable adjustments as part of your application process or if you were to be invited to interview, please let us know.

Candidates shortlisted for interview will be notified in early October. Interviews will be held at 311 Castaway House in Oct 24 (TBA). We will contact you by email and phone to confirm. We regret that individual feedback is only available to candidates who attend interview but are not appointed.

We will undertake due diligence checks and seek references prior to appointment. Please ensure your referees are aware they will be contacted and are available and prepared to provide a written reference.

To apply please send the following to our Head of Finance, Jo McEvoy, via [email](#).

- A covering letter (no more than two pages of A4, size 11 type) which should address your vision for the role and your relevant experience regarding the responsibilities we have outlined.
- Up to date CV
- The contact details of two recent and contactable referees who will be willing and able to provide you with a written reference.

	Funding/Fundraising	Digital/IT
Essential	Background and experience of Wealth management/ Finance and/or Fundraising particularly from Trusts/ Foundations or HNWI	Background and experience in Digital/IT and communications across multiple platforms including, but not limited to: cyber security, service design, data management and analysis, digital strategy across various platforms including conventional, digital, social media, artificial intelligence, data analytics, branding and marketing.
Desirable	Working with or advising charities &/or Charity fundraising regulation	Online / community fundraising e-commerce &/ or income diversification
	An appreciation of the Royal Navy &/or the military charity sector	
	Understanding of the role of a charity trustee or previous experience of being one &/or	

