

## Working Families Trustee Information Pack

April 2024

Dear Applicant

Thank you for your interest in becoming a trustee of the Board of Working Families.

We want to achieve a society in which everyone can fully meet their work and caring responsibilities. This society allows real choice in balancing the interdependent demands of family, work and community at different life stages and so enables everyone to realise their full potential.

Working Families operates as a charitable company limited by guarantee. Day to day management of the charity is delegated to the CEO. This work is overseen by the Board of Trustees and supported by a Senior Leadership Team. A couple of excellent, long-standing trustees have recently stood down as their terms of office have come to an end and we are now seeking to replace that capacity.

The Board is looking for candidates with a strong track record of achievement in their chosen field with governance and/or management experience at board or senior executive level and an interest in and commitment to leadership development. We would welcome applications to extend the diversity of board membership. Expertise that would be particularly valued includes policy & influencing, charity sector & governance, fundraising & donor attraction.

We hope that the following information and our website give you a good introduction to Working Families and to the roles we are recruiting for.

Kind regards



**Helen Humphreys**  
**Chair of Working Families**

## The Organisation

Working Families wants to achieve a society in which everyone can fully meet their work and caring responsibilities. This society allows real choice in balancing the interdependent demands of family, work and community at different life stages and so enables everyone to realise their full potential.

To achieve this Working Families:

- ♥ supports and advocates for working families and working carers, especially those who are disadvantaged.
- ♥ promotes workplace cultures which support work-life balance and flexible working for all working people.
- ♥ works collaboratively with employers, policy makers, opinion formers and working people as a pragmatic force for change.

Further Information about Working Families can be found at: [workingfamilies.org.uk/](http://workingfamilies.org.uk/)

## Trustee Role and Expectations

### Purpose

To provide good governance and leadership of Working Families to support the delivery of the Charity's mission. Board members must act in the best interests of Working Families, sharing the responsibility with other board members for making sure that the organisation is well run. They must use any relevant knowledge or experience to help the Board of Trustees to reach sound decisions.

### Main Responsibilities of Board Members

1. To determine and regularly review the strategic aims and plans of Working Families and to evaluate performance against agreed targets.
2. Through the Chair, to manage the CEO who provides day to day management of Working Families.
3. To ensure that Working Families always acts within the law and fulfils all regulatory requirements.
4. To ensure that Working Families has policies in place which support it to achieve its aims and that it strives to achieve best practice in all areas of its activities.
5. To ensure that Working Families develops strong organisational controls and manages its risks well.
6. To ensure that Working Families is well managed financially. This includes the adoption and oversight of the annual budget and the oversight of any fundraising.
7. To oversee programme planning and evaluation.
8. To communicate openly with all stakeholders about the work and performance of Working Families and to consider feedback from them.
9. To promote Working Families and to safeguard its reputation.

The Charity Commission guidelines covering the role and expectations of trustees can be [found here](#).

## Person Specification

The Board is looking for:

- ✦ A strong track record of achievement in the applicant's chosen field
- ✦ Governance and/or management experience at Board or senior executive level;
- ✦ An interest in and commitment to leadership development

The Board welcomes applications to extend the diversity of its membership.

## Personal Attributes

- ✦ Committed to Working Families' mission
- ✦ Acts with integrity
- ✦ Understands strategic leadership
- ✦ Demonstrates intellectual rigour and analytical insight
- ✦ Builds positive culture and constructive working relationships
- ✦ Communicates clearly

## Time Commitment and Remuneration

### Length of Term

Three years, which may be renewed up to a maximum of two further consecutive terms of three years pending approval of the board.

### Meetings and Time Commitment:

- ✦ The board of trustees generally meets in afternoons 2 times a year in central London and 2 times a year via video conference.
- ✦ One of these meetings is extended as an annual away day. Standard meetings typically last 3 hours.
- ✦ Board members are expected to prioritise attendance at all meetings of the board.
- ✦ Board members are also expected to make every effort to engage in/attend at least one Committee: Finance & Risk, People & Governance, Strategy & Engagement
- ✦ As with most trustee roles this one is unremunerated, but reasonable out of pocket expenses will be reimbursed, including for childcare and other caring costs.

## Recruitment Process

Candidates wishing to apply for this role are asked to supply the following:

- ✦ a supporting statement, explaining how you believe your skills and experience match the requirements of the role and directly addressing the person specification
- ✦ a comprehensive CV including details of your achievements in each role
- ✦ details of two referees, who will not be contacted without your prior knowledge or consent.

Interviews will take place virtually, at a mutually agreed time.