**Welcome**

Thank you for considering an application to join the Board of Trustees at Nelson’s Journey.

The following pages will provide you with some basic information about the charity, the role of the Trustees, and the process for applying to join the Board.

As Norfolk’s leading child bereavement charity, we are looking to add to the Board’s knowledge and application of the principles of good clinical governance to the charity’s work. Recent years have seen a considerable increase in demand for the charity’s support and the complexity of needs of our service users.

You will join a Board of Trustees with a diverse set of skills, and work alongside them to provide comprehensive governance for our developing services.

Please spend some time reading through this document and if you’d like an informal conversation then our Chief Executive Simon Wright can be contacted by email at: simon@nelsonsjourney.org.uk

In addition to this document, please do explore our website for more information about our work and see our social media channels for current news and developments.

Thank you on behalf of the Board of Trustees for your interest in supporting Nelson’s Journey.

We look forward to hearing from you.

**Phil Kerridge**

Chair of Trustees

**About Nelson’s Journey**

Nelson's Journey is a Norfolk charity providing specialist bereavement support to children and young people (aged 0-17 inclusive) living in the county who have experienced the death of a significant person. Nelson’s Journey aims to ensure that bereaved young people are better able to experience more positive life outcomes through a range of services including: 1:1 work, therapeutic activity days and weekends, information and resources for families, groups for bereaved children to meet each others, telephone support line, family events and bereavement programmes, along with guidance and training for professionals working with bereaved children across the county.

**Our Vision**

Our vision is to give every bereaved child (aged 0 – 17yrs inclusive) in Norfolk the support they need to move forward positively with their lives, never having to cope with their loss alone. We know offering the right help at the right time gives them the best chance of avoiding long-term mental and emotional health issues, which can lead to educational problems, drug and alcohol abuse and law-breaking.

We understand too that coming to terms with loss often means dealing with anger, bottled-up feelings and confusion as well as grief, particularly when their love one’s death was sudden, unexpected or the result of suicide. Our 1:1 sessions, therapeutic weekends, activity days and group sessions offer support tailored to each child’s needs and circumstances, and our guidance gives parents and carers the tools they need to support them.

Nelson’s Journey endeavours to ‘Bring back smiles to bereaved children’.

**Our Aims**

· To give help and support to bereaved children living in Norfolk

· To increase self-esteem by enabling bereaved children to meet others

· To provide education about the causes of death and the funeral

· To assist families in talking more openly

· To enable children to express and understand their emotions

· To provide children with opportunities to remember the person who has died

**Our Values**

**Compassionate:** We are a caring and supportive charity, and pride ourselves on our compassionate approach.

**Empowering:** We provide confidence and guidance to families and professionals to enable them to give the best support possible.

**Innovative:** We seek to work in collaboration with others, and strive to be progressive and inspirational in all we do.

**Professional:** We are a dedicated team who work with the highest standards of integrity.

**Our history**

Nelson’s Journey was founded in 1997. A number of social workers in Norfolk, including some who had personal experience of supporting bereaved children, felt strongly about the need to develop a service specifically for bereaved children in Norfolk. As a result, Nelson’s Journey was created and registered as a charity in November 1997. In 2018, the corporate structure of Nelson’s Journey changed. Originally established as an unincorporated Charitable Trust, the charity completed the conversion to a Charitable Incorporated Organisation (CIO) in May 2018.

**Why are we called Nelson’s Journey?**

Founding Trustees wanted a name that had a connection with Norfolk to reflect that our service is offered across, and exclusively within, the county. Lord Nelson was born in Norfolk and was a bereaved child—his mother having died when he was 9 years old. Journey represents the journey of grief following a significant bereavement.

**Our legal structure and charity registration**

Nelson’s Journey is a UK Registered Charity, charity number 1170605, with the legal structure of a Charitable Incorporated Organisation (CIO) registered with the Charity Commission. As an incorporated charity, Trustees of benefit from limited liability. The legal entity, Nelson’s Journey, can enter into contracts, hold property and employ staff itself. Consequently, it is the organisation rather than the trustees that will be liable for any liabilities arising from such arrangements.

The Charity Commission publishes financial information and other records submitted by Nelson’s Journey on the charity register. You can find this information by visiting

<https://www.gov.uk/find-charity-information>

The charity previously existed as an unincorporated trust. This legal entity was closed and registered as a merger with the CIO in 2019.

**The expectations of Trustees at Nelson’s Journey**

Salary: Unpaid. Trustees can claim reasonable out of pocket expenses incurred in travelling to meetings in line with the charity’s policy.

Hours: 6 Full Board meetings a year. Board meetings take place on weekday evenings, starting at 6.15pm and typically lasting around 90 minutes. Board members will typically also be a member of one of the charity’s sub-committees which meet a few times a year based on need.

The Board is recruiting for up to two new Trustees, with particular skills sought as follows:

1. A Trustee with clinical experience to support the charity’s clinical govenance. We would ask the successful candidate to join the Board’s Risk and Governance Committee, which meets four times a year to review the Charity’s Risk Register and associated policies and procedures.
2. A Trustee with marketing or fundraising campaign experience to support the Board’s ability to support and govern growth of the charity’s income and profile. The charity is looking to reconstitute a Funding & Marketing Governance sub-committee of which the success candidate would be a member.

Additionally, trustees are asked to attend occasional events once or twice a year such as away days with the charity’s staff and presentation events such as supporter events.

New trustees will progress their induction through the Chair and CEO prior to their first board meeting, including through meetings and by reading through and acting on the steps outlined in the Trustee Induction Pack which is issued on appointment.

We understand that work and personal lives can occasionally prevent you from attending a Board meeting but if you are unable to attend three in a row, the Chair of Trustees may discuss with you your contribution within the organisation.

Location: Trustee meetings are currently alternating between online and in-person. In-person meetings take place at Nelson’s Journey’s base Smiles House in Little Plumstead, Norfolk.

Subcommittees: The Board currently has the following three sub-committees: Finance and Personnel; Risk and Governance; Funding & Marketing Governance. The Board also nominates member(s) to act as link Trustees to the charity’s young volunteers, many of who are former service users.

Minutes of all Board meetings are taken by the Board Secretary, who is a volunteer to the Trustees (and not a Trustee).

Successful applicants will be required to undergo an appropriate DBS check and undertake safeguarding training.

**Who are the charity’s trustees?**

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The trustee board at Nelson’s Journey comprises of a Chair and appointed trustees who are appointed by the Board based on need. Our current Board of Trustees, as well as they charity’s staff, are listed on our website at: https://nelsonsjourney.org.uk/about-us/

**The role of the board of trustees**

The role of the trustee board is to ensure that assets received from donors are safeguarded and applied to the charitable purposes of Nelson’s Journey. The trustee board must always act in the best interests of Nelson’s Journey, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

**Role description**

The statutory duties of a trustee board member are to:

* ensure that Nelson’s Journey complies with its governing document, charity law, and any other relevant legislation or regulations
* ensure that Nelson’s Journey pursues its objects as defined in its governing document
* ensure Nelson’s Journey applies its resources exclusively in pursuance of its objects. For example, it must not spend money on activities which are not included in the objects, however worthwhile they may be
* contribute actively to the board of trustees’ role in giving firm strategic direction, setting overall policy, defining goals, setting targets, and evaluating performance against agreed targets
* safeguard the good name and values of Nelson’s Journey
* ensure the financial stability of Nelson’s Journey
* To protect and manage the property of the organisation and to ensure the
* proper investment of the organisation's funds
* To appoint the Chief Executive Officer and monitor his or her performance, and/or to monitor the performance of other staff managed by the Board or Board members.

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve leading discussions, identifying key issues, providing advice and guidance on new initiatives, and evaluating or offering advice on other areas in which the trustee has particular expertise.

We are currently seeking a new Board member who will have specific skills and experiences that will enhance the Board’s clinical governance of the charity, including through an understanding of the significance and application of the following governance themes to the charity’s therapeutic work with children and young people:

* Education and training (staff and volunteers)
* Service audit (performance, effectiveness, improvement)
* Development through research
* Openness
* Risk management
* Information management

The Board is also seeking to recruit a Board member who can contribute to the governance of marketing and funding within the charity, supporting the charity’s ability to sustainably grow its operations and continue to enhance service delivery opportunities. The charity has funding and marketing staff within its team who are responsible for delivering against day-to-day funding, marketing and events objectives.

**Person specification**

Every trustee must have:

* a commitment to Nelson’s Journey’s objects, aims and values
* a willingness to meet the minimum time requirement
* integrity
* strategic and forward looking vision
* good, independent judgement
* an ability to think creatively
* share and practice the charity’s values: compassionate; empowering; innovative; professional
* a willingness to speak their mind
* an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
* an ability to work effectively as a member of a team and to take decisions for the good of Nelson’s Journey.

The board of trustees collectively needs skills and experience in the following areas and will appoint additional trustees as needs arise:

* financial management, funding and income generation
* human resource management
* principles and practice of clinical and service governance for children’s well-being services
* organisational risk management and policy development
* local voluntary sector
* volunteering management
* service user engagement
* collaborative partnerships

**Application Process**

Prospective candidates may if they wish have an informal conversation with the charity’s CEO and/or Chair of Trustees to gain more information before submitting an application. If applying, candidates may follow this process:

**Application Form**

A simple application form will invite you to provide some information about your interest in becoming a Trustee and to share any relevant experience to support the Board’s needs. You will also be asked to provide two references.

**Meeting with Trustees**

Once your written application has been considered, you may be invited to a meeting, including the Chair of Trustees, to explore your application further.

**Invitation to Board Meeting (observer)**

You may then be invited to attend a Board meeting as an observer. This will give you an idea of how the Board meetings are conducted and what you may be able to add to the discussions. It will also give the Board an opportunity to meet you and explore your interest in becoming a Trustee. If, on attending the meeting, you decide that its not for you, then it is a chance to withdraw your interest before a formal appointment is recommended.

**Vote by the Board of Trustees**

Following that meeting, Trustees will consider whether to formally invite you to join the Board for their next meeting. If you are still interested and accept their invitation, you will then be invited to join the next meeting at which your appointment will be formalised and you will be registered as a Trustee of the charity.

**Equal Opportunities:** Nelson’s Journey is committed to equal opportunities, and the charity welcomes applications from people from all backgrounds and with all different kinds of life experiences.

**Privacy notice:** Please note that by submitting an application and/or by becoming a Trustee, your personal data will be processed for several purposes by the charity. Please read through the charity’s Privacy Notice for Trustees for information about how and why your data will be processed and shared with other organisations where required.

**Eligibility to become a Nelson’s Journey trustee**

Trustees for Nelson’s Journey must be at least 16 years old. Some people are disqualified by law from becoming a trustee. Please read through the Declaration of eligibility and responsibility form before applying to become a trustee at: https://www.gov.uk/government/publications/confirmation-of-charity-trustee-eligibility