

INFORMATION PACK

CHAIR OF TRUSTEES AT NELSON'S JOURNEY



THANK YOU!



WELCOME

Thank you for considering an application to join Nelson's Journey as our Chair of the Board of Trustees.

The following pages will provide you with some basic information about the charity, the role of the Trustees and its Chair, and how to ask any questions and express your interest to us.



As Norfolk's leading child bereavement charity, we are seeking a Chair to provide leadership to the Board and to ensure it fulfils its duties of governance, strategy and accountability. **Our next Chair will act as an ambassador for Nelson's Journey, and support the Chief Executive and the charity's staff and volunteers in achieving the charity's mission.**

You will join a Board of Trustees with a diverse set of skills and experiences, with sub-committees in place to support governance priorities.



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. You can also find our annual reports on the Charity Commission website.

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

We look forward to hearing from you.

The Board 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 is to give every bereaved child 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.

Our Aims are to:

- Give help and support to bereaved children living in Norfolk
- Increase self-esteem by enabling bereaved children to meet others
- Provide education about the causes of death and the funeral
- Assist families in talking more openly
- Enable children to express and understand their emotions
- 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.



Nelson's Journey

Bradbury Building - Smiles House, Octagon Business Park, Hospital Road,
Little Plumstead, Norwich, NR13 5FH



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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> - our charity number is 1170605

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

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COMMITMENT REQUIRED

The role of all Trustees is a voluntary one. The commitment and expectations involving the Chair of Trustees include:

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

Hours: 4-6 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 Chair of Trustees will arrange 1:1 meetings with the charity's CEO throughout the year.

Additionally, all 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.

The Chair will also work with the CEO to support the induction of new trustees prior to their first board meeting.

Location: Trustee meetings are usually in-person. In-person meetings take place at Nelson's Journey's base Smiles House in Little Plumstead, Norfolk. Board meetings may also take place online using Microsoft Teams.

Subcommittees: The Board currently has three sub-committees: Finance and Personnel; Risk and Governance; Funding & Marketing Governance. They meet online and in-person. 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).

All new Trustees are required to undergo an appropriate DBS check and undertake safeguarding training.

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THE ROLE OF TRUSTEES

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 the 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.

Duties of all Trustees

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.

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ROLE DESCRIPTION:

CHAIR OF THE NELSON'S JOURNEY BOARD OF TRUSTEES

Nelson's Journey is seeking a dynamic Chair to guide the Board of Trustees of Norfolk's child bereavement charity. The Chair will ensure robust governance, strategic oversight and a supportive partnership with the Chief Executive and the charity's staff, helping the organisation to deliver effective services and support for bereaved children and young people in Norfolk.

Purpose of the Role

- Provide leadership to the board, ensuring it fulfils its duties of governance, strategy and accountability
- Act as ambassador for the charity including at its public facing events, and build relationships with key stakeholders
- Support the Chief Executive and the charity's staff and volunteers in achieving the charity's mission

Key Responsibilities

1. Leadership & Governance

- Convene and chair effective board meetings, liaising with the Secretary of the Board to set clear agendas, and enable constructive decision making through debate.
- Ensure decisions made by the Board are carried out.
- Ensure the Board understands and fulfils its responsibilities.
- Lead reviews of the charity's governance framework, sub-committees, and policies.

2. Strategy & Performance

- Guide the development and delivery of the charity's overall strategy.
- Oversee performance, monitoring progress against the charity's objectives.
- Challenge assumptions, bring fresh perspectives and foster a culture of continuous improvement.

3. Board Development

- Maintain a balanced and diverse board, identifying skills gaps and leading trustee recruitment.
- Oversee induction and ongoing training for trustees to enhance collective expertise.
- Facilitate board evaluations and act on development recommendations.

4. Working to support the Chief Executive, staff and volunteers

- Establish a strong, trusting working relationship with the CEO through regular one-to-one meetings.
- Act as a sounding board for strategic and operational decisions.
- Provide support and, where necessary, challenge to ensure effective staff and volunteer leadership and wellbeing.

5. Stakeholder Engagement & External Relations

- Represent the charity at events, including as a figure-head at the charity's own events such as charity balls
- Cultivate relationships with key donors and stakeholders.
- Act as a visible champion for Nelson's Journey, enhancing the charity's profile.

6. Financial Oversight & Risk Management

- Ensure the charity remains financially sustainable through robust budgeting and financial controls.
- Ensure the Board is able to approve annual budgets and annual reports with the support of the Finance & Personnel sub-committee.
- Oversee risk management, safeguarding and compliance frameworks covering children, staff and volunteers, and data management.

PERSON SPECIFICATION:

CHAIR OF THE NELSON'S JOURNEY BOARD OF TRUSTEES

Essential

- Trustee or other Board / Committee experience
- Experience or understanding of governance, strategic purpose and performance oversight.
- Deep commitment to child welfare, safeguarding and bereavement support.
- Personal commitment to equality, diversity and inclusion.
- Inclusive leadership style with excellent communication, facilitation and stakeholder-management skills.
- Financial literacy sufficient to interpret budgets, accounts and financial reports.
- Be available and responsive to advise, support or take action (where authority exists) in between formal meetings

Desirable

- Experience in the charity or health sector, particularly in bereavement, mental health or child services.
- Legal or HR background.
- Familiarity with UK safeguarding regulations and best practice.
- Lived experience of child bereavement, bringing empathy and real-world insight to the board.

Person specification: Every Trustee must have:

- Commitment to Nelson's Journey's objects, aims and values
- 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
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- 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:

- 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
- lived experience, service user, young volunteer engagement
- collaborative partnerships

NEXT STEPS & APPLICATION PROCESS

Prospective candidates may if they wish have an informal conversation with the charity's CEO and/or a member of the Board 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 Chair and to share any relevant experience to support the Board's needs. You will also be asked to provide two references. Contact simon@nelsonsjourney.org.uk if you require a form.

Meeting with CEO and/or Trustees: Once your written application has been considered, you may be invited to a meeting or interview to explore your application further.

Invitation to Board Meeting (observer): You may 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>.

THANK YOU

**Nelson's Journey welcomes your interest in the role of
Chair of Trustees at our charity.**

Please contact our CEO Simon Wright if you have any questions to ask or to discuss your interest either with him or with another trustee.

simon@nelsonsjourney.org.uk
01603 431788

We hope to hear from you in future so that together we can help to bring back smiles to Norfolk's bereaved children and young people.

Further information

'About us' at www.nelsonsjourney.org.uk – a note about each of the charity's trustees and employees

Current activities: see our active social media accounts including Facebook

Annual Accounts and charity information from the Charity Commission:

<https://register-of-charities.charitycommission.gov.uk/en/charity-search/-/charity-details/5077779>
(or search using our charity number 1170605)

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