



Trustee Recruitment Pack



www.richmondshope.org.uk

Richmond's Hope is a Scottish Charitable Incorporated Organisation (SCIO) SC036720

Welcome from our Chair

“ Thank you for your interest in joining the Board of Trustees at Richmond’s Hope. We are a passionate and compassionate organisation dedicated to supporting children, young people and their families across Scotland who are dealing with the profound effects of bereavement.

As we continue to grow in reach and impact, we are seeking committed individuals to join our Board. This is a rewarding opportunity to help shape the future of a vital service that provides support to bereaved children and families.

We hope this pack gives you insight into who we are, what we do, and how you can contribute. We look forward to hearing from you. ”



Carol Morwood
Chair - Board of Trustees



Our Vision & Mission

Richmond’s Hope envisages a world where children and young people aged 4-18 experiencing bereavement are supported and have the resources to explore their grief.

We believe that we can make a difference in the lives of children who have been bereaved by supporting them through their grief using therapeutic play & providing a safe haven for them to work out their feelings.

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Who We Are

Richmond's Hope is a charity that supports bereaved children and young people between the ages of 4–18.



We have full-time bases in Edinburgh & Glasgow and part-time services in Dalkeith in Midlothian, Methil in Fife and Dunbar in East Lothian. Not every child who experiences bereavement will require additional support, but Richmond's Hope is here for the ones who do

What We Do

One to One Support: weekly therapeutic sessions tailored to individual needs

Family support: Advice and resources for families and carers

Small group bereavement work sessions (up to 6 people)

Training & Advocacy: Educating professionals and advocating for policy changes that improve bereavement support.

All our services are free, and we operate an open referral process meaning anyone can refer a child or young person for support.

Our Values

Compassion: We approach every child with empathy and care.

Respect: We honour each individual's experience of grief.

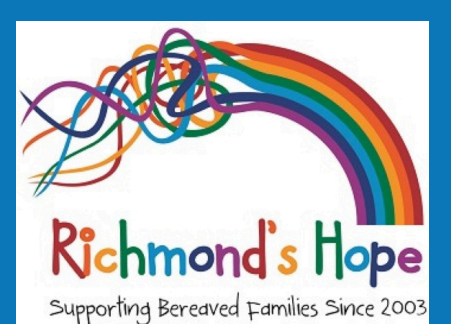
Collaboration: We work in partnership with families, schools, and other services.

Inclusivity: We support all children, regardless of background or circumstance.

Integrity: We are accountable, transparent, and ethical in all we do.

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The impact of our work

350

children and young people supported throughout
all our bases in 2024

Over 3500

individual bereavement support sessions
delivered in 2024

60

Families & carers support & advice visits,
education staff & agency training visits

80p

of every £1 raised goes directly to supporting
children, young people & families

What others say about us

“ Richmond’s Hope has been amazing, it has helped our family enormously. The difference it has made is profound. Thank you, I am so grateful for the support and care we have been shown. At a time where our family felt like we were drowning Richmond's Hope were our lifeboat ”
(Mum of 10 year old boy)

“ ** has enjoyed her sessions and seems lighter, happier and closer to her old self again
(Teacher of 15 year old girl) ”



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Richmond's Hope Board of Trustees & Trustee Recruitment

Our Trustees will uphold and represent our vision in a personal and professional capacity and will come from a range of backgrounds and have relevant experience.

We actively encourage applications from under-represented groups including people of colour, people with disabilities & LGBTQ+ individuals. We are particularly interested in receiving applications from people with lived experience of bereavement.

Our Trustees offer their time, experience and networks for the benefit of the Charity. Our Board works closely with the CEO and the staff team. Full profiles of current Board members and staff can be found [here](#):

We are particularly interested in applications from people with experience and skills in the following areas:

- Previous experience of acting as a trustee
- PR/Marketing/Digital
- Charity finance- including Treasurer duties
- Legal and Data Protection
- Fundraising
- NHS & Social Care
- HR



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Duties & Requirements of a Trustee



As a Trustee, you will help govern the charity, ensuring we remain legally compliant, financially sound, and true to our mission. Trustees are not involved in day-to-day operations but provide strategic oversight and support to the leadership team.

The term of office is currently being reviewed but we expect this to be 3 years with the option to serve for a further 3 years, therefore trustees would be able to serve for a maximum of 6 years.

All trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Charity Trustee.

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity Trustees in Scotland. [Guidance for Charity Trustees.](https://www.oscr.org.uk/managing-a-charity/trustee-duties/)
Useful links:

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

Please note that Subsection 2 of the Charities and Trustee Investment (Scotland) Act 2005 disqualifies anyone from holding a Trustee position:

- Someone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- Someone who is an undischarged bankrupt or has a Protected Trust Deed.
- Someone who has been removed under either Scottish or English Law or the courts from being a charity Trustee.
- Someone who is disqualified from being a company director.

Richmond's Hope Trustee

Role Profile & Responsibilities

Our Trustees will uphold and represent our vision in a personal and professional capacity and will come from a range of backgrounds and relevant experience. A Trustee's responsibilities would be to:

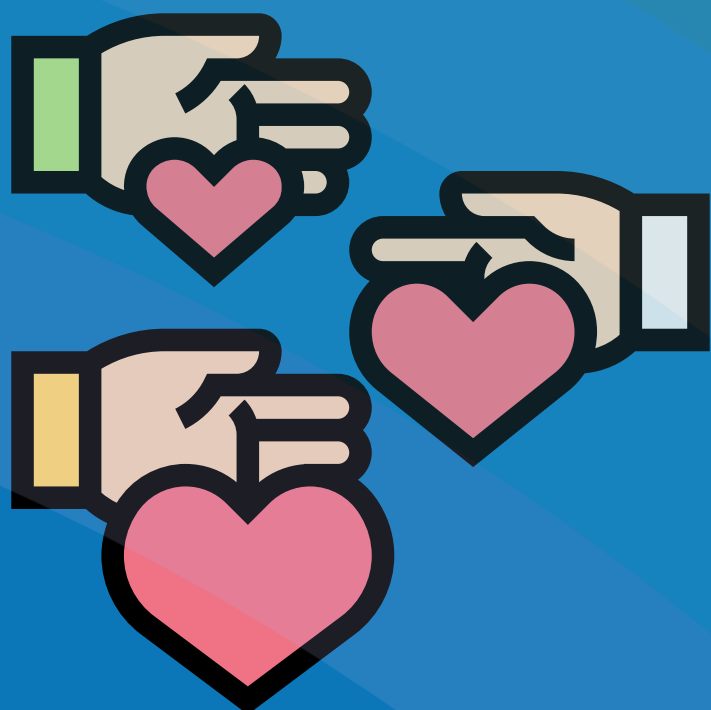
- Set and review the strategic direction of the charity
- Ensure compliance with Scottish charity law and the Office of the Scottish Charity Regulator (OSCR)
- Safeguard the charity's finances and assets

Trustee would be expected to undertake the following:

- 8 Board meetings per year (generally held in Edinburgh but could also be in Glasgow)
- 2 x half day strategy meetings on Saturdays
- An annual review with the Chair/CEO
- Represent, attend and support various events throughout the year eg. Launch of fundraising projects, fundraising events, family days
- Support the charity by being a champion with your own contacts
- Be available to respond within a reasonable timeframe to ad-hoc input by email as required

Every effort is made by the charity to be as flexible as possible to accommodate Trustees when planning meetings and activities.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy



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Recruitment Process



If you would like to be considered for a Trustee role, please provide the following information:

- A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please tell us about your last period of employment.
- A maximum 500-word statement based on what you feel you can bring to the charity. You should clearly explain your ability and/or experience in relation to supporting the charity in its aims.

If you are shortlisted for interview, you will be asked to provide us with the names and contact details of two people who can provide references.

Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.

Successful candidates will initially be invited to join a telephone interview with one or more of our Trustees and current Chair. Formal interviews, and opportunities to visit Richmond's Hope and meet the CEO and staff, will subsequently take place.

To apply, please email your CV and supporting statement to info@richmondshope.org.uk

Thank you for your interest in joining our Board!





www.richmondshope.org.uk

Tel: 0131 661 6818

Email: info@richmondshope.org.uk



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