



Chair of Trustees Recruitment Pack



www.richmondshope.org.uk

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

Welcome from our current Chair

“ Thank you for your interest in joining the Board of Trustees as Chair 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.

We are entering an exciting period of development. Having expanded services across several regions of Scotland and strengthened our financial position, we are seeking a Chair who can work alongside our CEO and Board to support the next phase of growth, governance development and long-term sustainability.

As I step down as Chair due to other commitments, I am excited to be involved in recruiting my successor who can lead the Board into the future. ”



Carol Morwood
Current 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 Midlothian, Fife and East Lothian. Not every child who experiences bereavement will require additional support, but Richmond's Hope is here for the ones who do.

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.

What We Do

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

Family support: Advice and resources for families & 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 Strategic priorities for 2026-2029

- Expanding access to bereavement support across Scotland
- Strengthening long-term financial sustainability
- Growing income diversification
- Developing Board effectiveness and succession planning
- Raising Richmond's Hope's profile nationally
- Measuring and evidencing impact



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The impact of our work

200

children and young people supported
throughout all our bases in 2025

Over 2900

individual bereavement support sessions
delivered in 2025

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) ”



Please watch this film featuring young people sharing
their personal experiences of grief

[https://youtu.be/RNHSMvnZ5Jw?
si=SpmhiJ2NsJcjh3UC](https://youtu.be/RNHSMvnZ5Jw?si=SpmhiJ2NsJcjh3UC)

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Richmond's Hope Board of Trustees - Chair Recruitment

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

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 on our website [here](#)

The Chair would be expected to undertake the following:

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- 6-8 Board meetings annually
- 2 strategy sessions annually
- Monthly meetings with the CEO
- Preparation and follow-up work
- Attendance at key events and stakeholder meetings

Estimated commitment: 1-2 days per month on average.

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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Duties & Requirements of a Chair



As Chair of Richmond's Hope, 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 Chair supports the CEO.

The term of office is three years with an option to serve a further three year term.

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 Chair

Role Profile & Person Specification

Role Profile

Leadership

- Leading the Board effectively
- Setting Board culture
- Managing trustee performance and development
- Ensuring effective decision making

Governance

- Monitoring risk
- Board succession planning
- Governance review
- Compliance oversight

CEO relationship

- Supporting and challenging the CEO
- Performance review
- Acting as a sounding board
- Delegation and accountability

External profile

- Representing the charity
- Supporting fundraising introductions
- Stakeholder engagement



Person Specification

Essential

- Experience serving as a trustee or non-executive director
- Experience chairing meetings and facilitating discussion
- Strong strategic thinking skills
- Excellent communication and relationship-building skills
- Commitment to the mission and values of Richmond's Hope
- Understanding of good governance

Desirable

- Previous Chair experience
- Fundraising or income generation expertise
- Finance experience
- Public sector, NHS or social care knowledge
- Legal or HR expertise



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Recruitment Process



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

- A CV outlining your employment and volunteering 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 and fulfilling the role of Chair.

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.

Selected candidates will be invited to visit a Richmond's Hope base and meet the CEO and staff team prior to a formal interview.

To apply, please email your CV and supporting statement to a.cairns@richmondshope.org.uk by 28th August 2026

Thank you for your interest in the position of Chair with Richmond's Hope





www.richmondshope.org.uk

Tel: 0141 230 6123

Email: a.cairns@richmondshope.org.uk



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