

Baby Umbrella - Trustee Role Description

About Baby Umbrella

Baby Umbrella is an award-winning small charity offering breastfeeding and early parenting support to families in West Kent. Our vision is for every family in West Kent to have access to skilled and compassionate support during their parenting journey. We are here to listen, support and empower parents to make the decisions that feel right for them and their babies. Our service makes a powerful impact on families right from the start of their journey.

Baby Umbrella was founded in August 2020 and has experienced considerable growth and development in the past 3 years, reaching £100k of income and supporting 1,100 families per year with 1,600 specialist 1-1 appointments and 600 social visits. We were recognised in 2022 as the Kent Charity Awards Start-up Charity of the Year, and in 2023 we were Highly Commended in the Kent Wellbeing Awards.

We are single minded in our determination to support local families and we are now looking for some passionate people who understand our purpose to join our board of trustees.

Role description for a Trustee of Baby Umbrella

Applications are welcome from those who have not been Trustees before and training will be provided.

The duties of a trustee are as follows.

- Ensuring that Baby Umbrella pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that Baby Umbrella complies with its governing constitution, charity law, company law and any other relevant legislation or regulations
- Ensuring that Baby Umbrella applies its resources exclusively in pursuance of its charitable objects (ie the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that Baby Umbrella defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of Baby Umbrella
- Ensuring the effective and efficient administration of Baby Umbrella, including having appropriate policies and procedures in place
- Ensuring the financial stability of Baby Umbrella

- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- Following proper and formal arrangements for appointment, supervision, support, appraisal and remuneration of the chief executive (if the charity employs staff)
- 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 scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Core expectations

- Attend our 4 annual trustee meetings (held on Monday evenings on Zoom) and one Strategy Day (in person in West Kent) per year
- Read official correspondence sent by email in a timely manner and respond appropriately (approx 1 hour per month)
- Support the charity with our fundraising activities (this could include grant applications, corporate approaches, or volunteering at fundraising events as appropriate) (approx 1 hour per month)
- Visit one Baby Umbrella support session per year to keep connected to our purpose (½ day per year)
- Maintain compliance to our governance and that of the charity commission, including training and checks as appropriate (approx 3 hours per year)

Person specification for a Trustee of Baby Umbrella

- A commitment to Baby Umbrella and a passion for our cause
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- 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
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

We are looking to recruit trustees with skills in the following specific areas in order to complement our existing board:

- **Financial** - overseeing, approving and presenting budgets, accounts and financial statements; an understanding of restricted and unrestricted funds; supporting prudent management of cash flow and reserves policy
- **Governance** - an understanding of due process and charity procedures
- **Health/ Clinical** - experience working within Kent community health services or maternity services
- **Diversity, Equality and Inclusion** - experience and understanding of the challenges facing organisations with DEI work and a commitment to help guide and support our team

This is a part time, voluntary role, mainly based from home but with occasional meetings in West Kent (Otford, Sevenoaks, Tonbridge and Tunbridge Wells).

Diversity, Equality and Inclusion

We welcome applications from people with a diversity of backgrounds. To guard against unconscious bias, where possible information such as names, photos, gender and birth dates are removed from applications before consideration in our selection process. We are happy to make reasonable adjustments for applicants with disabilities or limiting conditions.

Safeguarding

Baby Umbrella is committed to safeguarding children and vulnerable adults. This role is subject to an Enhanced DBS check and two references.

Application process

To apply, you should:

- Send an up-to-date CV which shows your full career history and highlighting experience relevant to this role to info@babyumbrella.org.uk with the subject line 'Application for Trustee role'
- Fill our [online application form](#).

Applications will close at midnight on 31st October 2023. Interviews will be taking place on a rolling basis so the deadline may close sooner if we find the right person. We intend for the role to start in December 2023.

Got questions?

If you require additional information or support in submitting an application, please contact Laura Shtaingos at info@babyumbrella.org.uk.