



Trustee Recruitment Pack

Help Shape the Future of LGBTQ+ Mental Health

About elop

elop is an award-winning LGBTQ+ mental health and wellbeing charity with over 30 years' experience delivering high-quality, LGBTQ+ affirmative services.

We support LGBTQ+ communities across London and the Essex borders through:

- Low-cost counselling
- Wellbeing groups and activities
- Mental health crisis prevention and support
- Representation and consultation
- Specialist LGBTQ+ education and training for professionals, schools, and organisations

Our mission is to better the mental health and well-being of LGBTQ+ people, and to challenge the discrimination and inequalities that face our community.

Trustee Roles Available

We are looking for new trustees to join our board.

Time commitment: 8–12 hours per month, including at least one monthly board or subgroup meeting

Term: Minimum of two years

Who We're Looking For

We welcome applications from LGBTQ+ people who are passionate about mental health and wellbeing.

We are especially keen to hear from individuals with experience or skills in:

- Event and individual donor fundraising
- Corporate Fundraising

- Human resources
- Building Management experience
- Corporate Networker

We strongly encourage applications from people of colour, trans and non-binary people, and other underrepresented groups. A diverse board makes us a stronger, more effective organisation.

Person Specification

Each Trustee must have:

- An identity as a LGBT+ community member
- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgement
- Strong ability to work effectively as a member of a team

The Role of a Trustee

As a trustee, you will:

- Help set elop's strategic direction and priorities
- Ensure we meet our legal, financial, and governance responsibilities
- Champion our values and represent elop externally
- Support our fundraising and networking efforts
- Work collaboratively with other trustees, staff, and volunteers

You will also have the opportunity to take on “champion roles” in specific areas such as equality, Human Resources, funding, or service development, depending on your interests and expertise.

Job Description

Trustees collectively and individually have a legal duty to:

1. **Ensure elop is carrying out its purposes for the public benefit**
 - Stay true to elop's mission, values, and charitable objectives.

2. **Comply with the charity's governing document and the law**

- Follow the constitution, charity and company law, and relevant regulations.

3. **Act in the charity's best interests**

- Make balanced, informed decisions, avoiding conflicts of interest.

4. **Manage the charity's resources responsibly**

- Ensure financial stability, safeguard assets, and make sure funds are only used for charitable purposes.

5. **Act with reasonable care and skill**

- Use personal expertise to support good decision-making, and seek professional advice when needed.

6. **Ensure the charity is accountable**

- Be transparent with stakeholders, regulators, and the public.

Other Duties Include:

- Helping set elop's strategic direction, policies, goals, and performance measures
- Promoting and representing elop at events and meetings
- Building a collaborative and supportive relationship with the CEO, to act as a trusted advisor
- Participating actively in board and subcommittee meetings (minimum 75% attendance)
- Preparing for meetings by reading papers in advance
- Contributing to tasks such as staff recruitment and fundraising initiatives
- Following elop's equality, diversity, confidentiality, and safeguarding policies
- Upholding the **Nolan Principles of Public Life**: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership

Support & Induction

We are committed to supporting all new trustees to succeed in their role. You will receive:

- A full induction and training opportunities

- Access to key documents (policies, reports, work plans)
- Opportunities to meet with the CEO, Chair, staff team, and fellow board members
- Ongoing board development sessions and support meetings

Person Specification

We're looking for trustees who:

- Identify as a member of the LGBT+ community
- Have integrity, commitment, and good independent judgement
- Understand (or are willing to learn) the legal duties of trusteeship
- Can commit the necessary time and effort
- Work well as part of a team
- Have a strategic vision and a passion for our cause

About Our Team

- **Board:** 7 trustees currently
- **Staff:** 12 paid team members (11.5 FTE), including our CEO, service leads, and support staff
- **Volunteers:** Around 80, including 55 volunteer counsellors and group facilitators

We support 135 – 170 service users each week, and reach 7000 people each year through services, events, outreach, and training.

How to Apply

Please send:

1. Your CV (including two professional referees)
2. A supporting statement explaining why you want to be a trustee, and what skills, experience, and passion you will bring to elop

Deadline: Within two weeks of receiving this pack

Email: chair@elop.org

Phone: 07908 553 744

If shortlisted, you'll be invited for an interview with members of our board and the CEO. We also offer the option of an informal chat with a current trustee before applying.