

Trustee (Finance)

Candidate Brief

Phoenix Futures

Dear Candidate



I am delighted that you have expressed an interest in applying to be a trustee of Phoenix Futures.

We hope that you find the information in this candidate brief and on our website useful:
www.phoenix-futures.org.uk

Phoenix Futures is founded on a passion for showing that recovery from drugs and alcohol is possible. We support people by providing residential, community, prison, and specialist services across the UK, offering psychosocial support to aid people on their journey of recovery. We are experts in people, understanding the influence of psychological factors and the surrounding social environment on their physical and mental health and wellbeing.

It is through the expertise and commitment of our team that we can support thousands of people every year to rebuild their lives.

We are looking to appoint a new trustee to our committed and engaged Board with finance expertise who can support the work of our Audit, Control and Investment Committee.

Ideally our new trustee will come with an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship, along with specific professional knowledge, experience, and skills in finance.

If this is an opportunity that appeals to you, and you have the skills set out in the role description and terms of references sections in this candidate brief, we would very much like to hear from you.

Yours sincerely

Richard Hill

Chair of Phoenix Futures

Our Origins

Phoenix Futures is founded on a passion for showing that recovery from drugs and alcohol is possible.

Phoenix Futures grew from a disillusion with the medically oriented way people were treated for drug use in the late 1960's. Two men, Professor Griffith Edwards and Dr Ian Christie, decided it was time to make a change. Inspired by the practice of Phoenix House in New York, they set up Phoenix House in the UK in 1969. Phoenix House (today Phoenix Futures) grew from modest yet ambitious beginnings. Professor Edwards and Dr. Christie wanted to provide a service that took a more personal and therapeutic approach to helping people with drug problems.

Our Guiding Principles

Our purpose together with our values and beliefs are the guiding principles of our organisation. They guide us in our day-to-day work, and they signal to the world who and what we are.

Our Purpose

We use our expertise to support people in their personal recovery and to improve their lives.

We are dedicated to advocating for people who are often overlooked and stigmatised, to ensure they have a fair chance to lead healthy and fulfilling lives.

Our aim is for everyone to be able to achieve their potential for themselves, their families, and communities

Our Values and Beliefs

We believe in being the best. That is why we constantly strive to learn and innovate, to challenge ourselves, to adapt, and to work together with others who can bring valuable expertise. Striving to be the best doesn't mean wanting to be the biggest, it means giving the very best of ourselves to achieve our purpose.

We are passionate about recovery. Our relentless optimism and energy for overcoming dependency motivate those we help to realise their own recovery. Families, friends, and carers need hope, care, and guidance just as much as their loved ones.

We value our history and use it to inform our future. We believe you can only really know who you are if you understand and respect where you have come from. We have learned much as an organisation over the last 50 years and use that wealth of knowledge to create a bright and brilliant new future for those in need of hope today.

Our Strategic Priorities

Valuing People, Creating Connections

We create a new strategy every three years. Our 2026 to 2029 strategy is titled Valuing People, Creating Connections.

Increasing the outcomes and Impact of our charity

Over the next 3 years we will:

Deliver the highest standards of psychosocial support, harm reduction, treatment, housing, and advocacy.

- Use research, insight, and technology to improve quality and outcomes.
- Develop new models to meet emerging needs.
- Ensure people can access support when and where they need it

Building relationships to help us better achieve our purpose

Over the next 3 years we will:

- Strengthen relationships across health, justice, housing, mental health, and women's services.
- Challenge stigma and influence policy.
- Create pathways so no one falls between services

Supporting our culture to thrive

Over the next 3 years we will:

- Champion dignity, inclusion, and empowerment for staff, volunteers, and the people we support.
- Embed our leadership qualities organisation wide.
- Support our people to thrive through wellbeing, recognition, and development.

You can read our strategy [here](#)

Role Description for Board Members

A Board member has three main responsibilities:

1. to exercise his/her fiduciary and legal responsibilities
2. to provide encouragement and leadership
3. to determine the overall direction of the organisation

A Board Member's duties are:

1. to ensure that Phoenix Futures complies with all relevant legislation and regulations.
2. to ensure that Phoenix Futures applies its resources exclusively in the furtherance of its objects.
3. to contribute actively to the business of Phoenix Futures Board, giving clear strategic direction to the organisation, setting overall policy, and defining goals
4. to safeguard the good name, purpose, and values of Phoenix Futures
5. to ensure the effective and efficient administration of Phoenix Futures
6. to ensure the financial stability of the charity to protect and manage the property of the charity and to ensure the proper investment of the organisation's funds.
7. to appoint and support the Chief Executive of Phoenix Futures and monitor his/her performance in addition.
8. to use any specific knowledge or experience a Board Member may have as detailed in the person specification to help the Board reach sound decisions. This will include scrutinising committee reports, leading discussion, focusing on key issues, and providing advice and guidance as requested on new initiatives or other issues relevant to the areas of Phoenix Futures work in which he/she has special expertise.
9. It is expected that Phoenix Futures Board members will familiarise themselves with the work of the organisation and will undertake a range of activities which will enable them to discharge their responsibilities for safeguarding the long-term future of the charity.

Responsibilities

The Chair and Board members have overall responsibility for the direction, management, and control of Phoenix Futures through involvement with strategy formulation and monitoring, risk management and internal control.

Expectations as a Board Member

Board members will familiarise themselves with the work of the organisation and will undertake a range of activities which will enable them to discharge their responsibilities for safeguarding the long-term future of the charity.

All Board members are expected to attend all Board meetings, and committee meetings where they are a member, as well as the annual Strategy Review away day.

Board meetings are usually held in London. It is an expectation that all Board members visit services throughout the year. There may be some overnight stays required to facilitate these visits.

Expenses Phoenix Futures does not remunerate Board members but out of pocket expenses are reimbursed

Person Description for Board Members

PERSONAL QUALITIES	Essential	Desirable
1. Commitment to the ethos and values of Phoenix Futures	✓	
2. Commitment to equal opportunities and the promotion of diversity	✓	
3. Independence of thought and judgement	✓	
4. Ability to work as part of a team	✓	
5. Willingness to devote time, enthusiasm and effort to the duties and responsibilities of a trustee	✓	
6. Sound communication and interpersonal skills	✓	
APTITUDE AND SKILLS	Essential	Desirable
1. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship	✓	
2. Ability to evaluate and interpret information	✓	
3. An understanding of issues affecting the voluntary sector		✓
4. Ability to play a strategic role to successfully effect change and meet the objectives of Phoenix Futures	✓	
KNOWLEDGE AND EXPERIENCE	Essential	Desirable
1. Senior management experience in a medium/large public sector/voluntary sector organisation		✓
2. Specific professional knowledge, experience and skills in senior financial management	✓	
3. Knowledge of good governance in the voluntary and/or housing sector		✓
OTHER REQUIREMENTS	Essential	Desirable
1. Willingness to attend meetings of the Board and other meetings as required, mostly in London	✓	
2. Willingness to undertake visits and other trustee responsibilities as required	✓	
3. Willingness to undertake training and participate in any evaluation of the Board's work	✓	

Terms of Reference

Audit, Control and Investment Committee

Purpose of the Committee:

The Audit & Control Committee takes delegated responsibility on behalf of the Board for ensuring there is a framework for accountability, for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management.

The Committee is also responsible for ensuring that Phoenix Futures and its subsidiaries prepare their accounts in accordance with legislative and accounting requirements. The Committee has no generally delegated powers for decision-making. The Board of Phoenix Futures or any of its subsidiaries, by specific and individual decision, may delegate such power in single and discrete cases.

Specific terms of reference:

1. The committee consists of such members of the Board of Phoenix Futures as may be nominated from time by time by the Board, one of whom will be nominated by the Board to be Chair. The Chair of the Board of Directors will not be a member of the Audit Committee although s/he may attend meetings.
2. The Committee will have no fewer than three members.
3. A quorum will be two members (who are also Board members).
4. The Board of Directors may co-opt members to the Committee who are not members of the Board.
5. The Director of Finance and Chief Executive will attend the meeting as a matter of course. Other staff may be required to attend from time to time.
6. The Committee will meet for a minimum of three times per year.
7. The Committee will report to the Board at the next Board meeting after a Committee meeting. The report will consist of a verbal report by the Chair of the Committee or another Committee member nominated by the Chair. A copy of the draft minutes of the Committee's meeting will be submitted to the Board at its next meeting following the meeting at which a verbal report was made.
8. The Committee will report 6-monthly to the Board on the effectiveness of internal controls (see below).
9. The Committee will monitor and oversee the following:

- Matters relating to the external financial audit and statutory accounts of the organisation.
- The setting of an internal audit programme (which covers issues relating to compliance with procedure and statute as well as financial matters) for Phoenix Futures.
- The process for identifying, evaluating, and managing significant risks faced by the organisation - the risk map.
- The strategy and policy on fraud covering prevention, detection and reporting of fraud and the recovery of assets.
- The identification of internal controls.
- That internal controls are in place in relation to the following areas, and to determine that they are sufficient to safeguard the organisation from internal and external threat as well as ensuring compliance with statute: -
 - Staffing and delegation
 - Budgets and budgetary control
 - Financial controls
 - Financial viability
 - Safeguarding of assets
 - Housing management: compliance with statute and Homes England
 - Legal and regulatory compliance
 - Project risk appraisal
 - Information technology and information security
 - The hearing and resolution of any complaint made against the Board that does not specifically implicate the Audit & Control Committee or more than one of its members.
 - Pensions
 - Approval of write offs of Housing debt
 - Investment of assets/cash
 - Capital expenditure not anticipated in the budget
 - Acquisition and disposal of property
 - IT strategy
 - Business Continuity and succession planning
 - Skills and competency for all Committee and Board members
 - Assets, Leases, Clawbacks and Liabilities register
 - Insurance renewal
 - Governance
 - Delegated authorities
 - Adherence
 - Any other specific issues as may be delegated by the Board from time to time

How to apply

To formally apply, please submit a CV and supporting statement (ideally maximum 2 sides of A4 each) that clearly outlines your suitability for the role against the criteria provided in the person specification, including your interest and motivation in applying for this position.

If you would like to have an informal conversation about this opportunity, you can email Laura White laura.white@phoenixfutures.org.uk

Please send your application to: laura.white@phoenixfutures.org.uk

(inserting “Application: Phoenix Futures, Trustee (Finance)” into the subject field.

Your interview availability: In the body of your application email, we kindly ask that you include your interview availability based on the recruitment timetable set out below, specifically if there are key dates/times you could not attend if invited. If you have any specific preferences or requests, please do let us know so we can do our best to accommodate them. If you do not let us know and you are invited for interview, we will automatically schedule a time.

You will receive an acknowledgement on receipt of your application within 2-3 days. If you do not receive an acknowledgement, please make contact with Laura White.

We know the importance of creating recruitment processes which are fair, inclusive and free from bias. We are committed to promoting equality and diversity and developing a process that values differences.

If you have a disability that meets the definition set out in the Equality Act 2010, and you can show that you meet the ‘essential’ criteria described in the person specification, please let us know.

If you experience any technical or accessibility difficulties, need help making an application, or have any additional support that needs to be considered as part of the interview and selection process, please let us know.

Recruitment selection processes are based on evidence of competence stated in the person specification and in relation to our values.

Recruitment timetable

Closing date for applications: Friday 13th November 2026

Interviews (in person – London SE1): Morning of Thursday 3rd December 2026