



Justlife

Justlife Trustee Recruitment Pack

**Application Deadline: 5pm, 12th
July 2026**

Join Justlife's Board of Trustees

Justlife exists to make people's experience of homeless temporary accommodation short, safe and healthy. We are looking for new trustees who can help us strengthen our Board, support our mission and make better decisions for the people and communities we work alongside.

You do not need previous trustee experience, formal qualifications or a senior job title. What matters most is that you care about our mission, are willing to learn, and can bring your own perspective.

We know that a stronger Board is one with a wider range of personal experience, work experience, community knowledge and skills. We want to build a Board that includes people with different backgrounds, perspectives and life experiences.

What we value:

- A genuine interest in Justlife's mission
- Willingness to learn and engage
- Your unique perspective and lived experience
- Curiosity, care and a collaborative approach

If you have any questions or would like to chat before applying, please contact Simon Gale, CEO at simon@justlife.org.uk



Amy Sheehan-Daly and Dave Steell

Co-Chairs of the Board of Trustees

About Justlife

Justlife exists to make people's experience of homeless temporary accommodation short, safe and healthy.

Too many people are spending too long in accommodation that is unsuitable, unsafe and damaging to their health, wellbeing and future. Temporary accommodation should be a short-term safety net. For many people, it has become something very different. Across England, thousands of households, including over 172,000 children, are now living in temporary accommodation.

We want to change that.

We do this by supporting people directly in Brighton & Hove and Greater Manchester, and by working nationally to influence change in the temporary accommodation system. Our work brings together frontline support, research, campaigning, partnerships and the voices of people with lived experience.

Why we are recruiting trustees?

We are looking for new trustees to help Justlife deliver its mission and strengthen our governance.

A good Board helps an organisation stay focused, make better decisions, manage risk, use its resources well and keep learning. We know that a Board is stronger when it includes people with different backgrounds, perspectives, skills and life experiences.

We want to build a Board with a wider range of perspectives, including people whose lives, communities or work connect closely with homelessness, housing insecurity and temporary accommodation. We also want to reduce blind spots in our governance by bringing in people who can ask different questions, share different insights and help us see things we might otherwise miss.

Who we are looking for?

We are looking for people who care about Justlife's mission and want to contribute to our future.

You do not need to have been a trustee before. You do not need formal qualifications. You do not need to have held a senior job title or have many years of work experience. You may be younger, earlier in your career, retired, between roles, working part-time, or bringing experience from your own life, community or volunteering.

What matters most is that you are committed to our purpose, willing to learn, able to work with others, and ready to use your experience to help Justlife make good decisions.

Our values guide how we work at every level of Justlife. We are looking for trustees who can help us hold onto these values as we grow, make decisions and respond to change:

People before Programmes

Collaboration before Competition

Innovation before Institution.

What trustees do

Trustees are responsible for the overall governance of Justlife. This means working together as a Board to make sure that Justlife:

- stays focused on its mission and values
- uses its money and resources responsibly
- manages risks well
- supports and holds the CEO and Senior Leadership Team to account
- listens, learns and improves
- acts in the best interests of the people we exist to serve

Trustees are not involved in the day-to-day running of services, but they do play an important role in shaping direction, asking good questions and making collective decisions.

What you might bring

We are interested in people who can bring a mix of personal experience, work experience, community knowledge and practical skills.

You may bring experience in one or more of these areas:

- lived experience of homelessness, temporary accommodation or housing insecurity
- knowledge of communities affected by homelessness and inequality
- housing, homelessness, health, social care or safeguarding
- people, culture or HR
- finance, audit, risk or charity accounts
- fundraising, income generation, partnerships or influencing
- campaigning, influencing, communications or policy
- equality, diversity, inclusion and anti-discrimination work
- legal, governance, compliance or charity regulation
- data, digital, evaluation or impact measurement

At this point in our Board development, we are particularly interested in strengthening our experience around people and HR, and housing, homelessness, health, social care or safeguarding.

This is not a checklist. We do not expect one person to bring everything. We are also very interested in strengths, skills and experiences that are not listed here.

The qualities we value

We are looking for trustees who can bring:

- Commitment to Justlife's mission
 - Curiosity and willingness to learn
 - Good judgement
 - Honesty and integrity
 - Kindness and respect for others
 - Confidence to ask questions
 - Willingness to challenge constructively
 - Ability to listen and work as part of a team
 - Commitment to equity, diversity and inclusion
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Building a more representative Board

We are committed to building a Board that better reflects the people and communities affected by homelessness and temporary accommodation.

We particularly welcome applications from people who are underrepresented on charity boards, including people with lived experience of homelessness or temporary accommodation, people from minoritised ethnic communities, disabled people, LGBTQ+ people, younger people, people from working-class backgrounds, people with experience of poverty or housing insecurity, and people from the local communities where we work.

We recognise lived experience as a valuable form of expertise. We also recognise that no one person can represent a whole community. Our aim is to build a Board where different perspectives are welcomed, respected and able to influence decisions.

Making trusteeship accessible

We do not want practical barriers to stop people applying or taking part. Trustee roles are unpaid, but we will cover reasonable expenses, including travel costs. We can also cover childcare or other caring costs where this would help someone attend meetings or take part in trustee activity.

We will make reasonable adjustments throughout the recruitment process and during your time as a trustee. This might include adjustments to meeting papers, interview arrangements, access needs, timing or communication preferences. If there is anything that would make the process easier or more accessible for you, we would welcome a conversation.

Support for new trustees

You will not be expected to know everything on day one. New trustees will receive an induction, relevant training and ongoing support. We will also offer a buddy or mentor so that you have someone to ask questions, talk things through with and help you settle into the role. We want trustees to feel confident, supported and able to contribute fully.

Terms of Appointment

Remuneration

Trustee roles are voluntary and unpaid. However, we do not want costs to prevent anyone from becoming or serving as a trustee. Reasonable expenses incurred as part of the role will be reimbursed, including travel costs. We can also cover childcare or other caring costs where this would help you take part.

Duration

Trustees are appointed for an initial three-year term. This can be renewed by agreement with the Board for up to two further three-year terms.

Time Commitment

There are usually around eight meetings each year. Most meetings take place online, with one in-person Board Day each year.

Usual Annual Commitment

- 3 Board meetings each year, held online on Wednesdays, 5.30pm to 7.30pm
- 1 Board Day each year, held in person on a Saturday, usually 10am to 5pm
- 3 to 4 committee meetings each year, usually held online on Wednesdays, 5.30pm to 7.00pm

Trustees are expected to read papers in advance of meetings and come prepared to contribute questions, reflections and ideas. From time to time, trustees may also be asked to take part in a working group, respond to urgent matters by email, or attend an additional meeting where an important decision is needed.

We recognise that trustees have other work, family and personal commitments, and we aim to plan meetings well in advance wherever possible.

Location and Accessibility

Board meetings are usually held online. You may be based near one of our services, in Brighton & Hove or Greater Manchester, or be based elsewhere in the country. The annual Board Day is held in person in London. We will make reasonable adjustments to support trustees to participate fully, including adjustments to meeting papers, access needs, technology, timing or communication preferences.

How to Apply & What Happens Next

We want the application process to be clear, straightforward and accessible. We are not expecting a long or formal application. We simply want to understand why you are interested in becoming a trustee, what you might bring, and whether the role feels right for you.

1 Expression of Interest

Please send us an up-to-date CV (or short summary of your experience) and a short expression of interest (no more than one side of A4).

Your expression of interest should tell us:

- Why you are interested in becoming a trustee at Justlife
- What experience, skills or perspectives you could bring
- Why Justlife's mission matters to you

We know experience can come from many places, including work, volunteering, community involvement, caring responsibilities and lived experience.

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2 Informal Conversation

After reviewing expressions of interest, we may invite you to an informal conversation. This is a chance for us to tell you more about Justlife and for you to ask questions and explore whether the role feels like a good fit.

3 Interview

You may be invited to an interview with members of the Board and the CEO. This will help us understand more about your experience, skills, values and interest in Justlife. It is also another opportunity for you to ask questions.

4 Board Meeting Observation

Where possible, shortlisted candidates may be invited to observe a Board meeting. This gives you the chance to meet trustees, see how the Board works, and get a better feel for the role.

5 Decision

The Nominations and Remuneration Committee will consider candidates and recommend appointments to the full Board. We will let candidates know the outcome as soon as possible. If appointed, we will agree a start date and begin your induction.

Accessibility & Support

We want the process to be accessible. Please let us know if there are any adjustments that would help you take part, such as support with the format of the application, interview arrangements, access needs, technology, timing or communication preferences.

To apply or ask questions, contact:

Simon Gale, Chief Executive, Justlife Foundation | simon@justlife.org.uk

Appendix 1: Role & Responsibility of the Board

The role and responsibilities of the Board are to:

- Work to our values and to the Board Code of Conduct
- Determine the mission and strategic direction, and ensure the organisation stays within its remit and within the law
- Drive strategic planning and review in accordance with Justlife's constitution and defined values
- Ensure that activities and policies are in line with the mission, aims and objectives, and are kept under continuous review
- Provide leadership and oversee the delivery of results
- Involve and take into account the views of all stakeholders when defining strategic direction and managing risk
- Ensure effective planning and control, approve the annual business plan and budget, agree targets and monitor performance
- Develop and approve clearly defined financial management, control and expenditure policies and procedures
- Approve and ensure effective corporate governance arrangements are in place and fit for purpose
- Ensure that Justlife follows governance best practice
- Review and assess the effectiveness and impact of governance arrangements on an ongoing basis
- Ensure Board Members have the appropriate skills to comprehend and use financial and governance information
- Ensure that Justlife meets all statutory and legal requirements and acts in accordance with its constitution
- Ensure effective audit takes place, approve annual accounts and take on board auditor recommendations
- Select and remunerate the CEO, and ensure good management
- Ensure adequate finance is in place and productive relationships are maintained with financial support organisations
- Ensure the public is adequately informed of Justlife's work through the media, annual report etc.
- Ensure a high standard of corporate governance and personal behaviour, including approving policies and overseeing risk management
- Be clear about the most significant strategic risks and ensure mitigation steps are in place
- Review and approve strategic partnerships with other organisations

Appendix 2: Role Description / Trustee

Each Board Member is jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, and the probity of its activities. All Board Members should understand their individual and collective responsibilities.

Our main responsibilities are:

- Promote the vision, mission and values of the organisation
- Ensure the charity functions within all legal and regulatory requirements and in line with the Constitution
- Maintain the fiduciary duty invested in the position, acting in a way that adds to public confidence and trust
- Take appropriate professional advice where there may be material risk to the charity
- Determine the overall direction and development of the charity through good governance and clear strategic planning
- Avoid any personal conflict of interest
- Manage and use the resources of the charity to optimise its potential
- Ensure robust systems are in place for internal financial control and protection of funds and assets
- Undergo thorough induction upon appointment and ongoing training to remain aware of duties and responsibilities
- Achieve the purpose of the charity, pursue charitable objects and provide public benefit

Our main duties are:

- Ensure the charity complies with legislative and regulatory requirements and acts within the Constitution
- Act in the best interest of the charity, beneficiaries and future beneficiaries
- Promote and develop the charity to help it grow and maintain its public benefit
- Maintain sound financial management and control of the charity's resources
- Ensure a fully effective system for recruitment, appointment and monitoring of the CEO and Senior Management
- Ensure effective and efficient administration of the charity, striving for best practice in good governance
- Maintain absolute confidentiality about all aspects of Trustees' business

Appendix 3: Useful Links

- [Our Strategy 2030](#)
- [Vision and Values](#)
- [Trustees Annual Report](#)
- [Our Team](#)
- [Environmental, Social and Governance Roadmap](#)



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