



TRUSTEE RECRUITMENT PACK 2026 (TREASURER)



WELCOME

Thank you for your interest in the role of Trustee at Rebuild with Hope.

We are delighted that you are considering joining our great team in this important and rewarding role.

This pack aims to give an insight into the work, values and culture of our organisation and will also give an overview of the opportunities and responsibilities which trusteeship brings.

We are a charity founded with the vision of supporting individuals who face significant barriers to employment and reintegration into society. Our work began with a focus on helping prison leavers rebuild their lives by providing training, skills development and support to successfully re-enter the workforce and their communities.

Over time, our mission expanded to include others facing obstacles such as long-term unemployment, disabilities or limited access to education.

We are committed to creating opportunities for those who need them most, empowering individuals to overcome challenges and helping them build a brighter future. Through this work we also aim to strengthen and uplift our local community, fostering a more inclusive, resilient society where everyone has the chance to thrive.

For this recruitment drive we are looking to grow our Board with the appointment of several **Trustees** along with an experienced **Chair** and someone with a financial background for the role of **Treasurer**.

Thank you once again for your interest in joining us, we hope you find this pack helpful and we look forward to hearing from you.

Yours Faithfully,



Louise Atherton
Chief Executive Officer



WHY REBUILD WITH HOPE?

Rebuild with Hope was established in 2021 and began supporting people facing multiple barriers to employment. From our humble beginnings we have seen continued and exciting growth which has allowed us to further develop and expand our **support programmes** alongside the opening of several **retail outlets, high street stores** and a **community hub and café**. Our additional retail stores are in Runcorn (two stores), Earlstown, Kirkham, Thorn Cross and Wrexham.

*Our mission is to support those facing multiple barriers to employment by providing **mentorship, employment** opportunities and **holistic support**.*

Rebuild With Hope provides opportunities and delivers comprehensive support making transitioning back to work as smooth as possible. We offer training, volunteering, work experience and progression to real work opportunities, coupled with wrap around support to foster independence, promote self-esteem and provide hope for people when they need it most. Employment and volunteering opportunities continue to help us support communities with the ongoing and ever challenging cost of living crisis.

Our mission is rooted in the belief that everyone deserves the opportunity to achieve meaningful and sustainable employment, regardless of the challenges they face. This mission drives everything we do, as we strive to create lasting change and a stronger, more inclusive communities.

We are here to support individuals dealing with multiple barriers whether those barriers stem from a lack of qualifications, limited work experience, health issues, disabilities, or personal circumstances like a history of offending or long-term unemployment.

We do this by providing tailored training, practical support, opportunities for growth as we empower people to rebuild confidence, gain skills, and navigate a path toward independence and success in the workplace.

Alongside all our exciting growth and development, we started working with one of our environmental partners and began diverting high-quality items away from landfill. During 2025 we saved more than 29,000kg of reusable goods from disposal, reducing environmental impact and by practising reuse and leaning into a circular economy.

The items given a second life have contributed to generating meaningful social value for the communities we serve. In 2025 alone, our reuse activity supported over *600 households*, delivered an estimated £250,000 in social value, and saved the equivalent of *60 tonnes CO₂e*.

We have a truly outstanding team of passionate and dedicated staff, volunteers and Trustees and I hope you will get to meet some of them as you consider this role.



To see more of our work please
visit our website:
<https://www.rbwhfoundation.org>

OUR MISSION: TO PROVIDE MENTORSHIP, EMPLOYMENT OPPORTUNITIES AND HOLISTIC SUPPORT

OUR CORE VALUES



We are a fully inclusive organisation and welcome all.



Your past is your past, we are here to help your future.



We are aspirational and will seek innovative new ways to support our people and communities.



We will be open and honest with people we work with, no false promises or unrealistic goals.



Our team will work tirelessly to support those with whom we work.

OUR CORE SERVICE PILLARS

Our service pillars are the core areas around which all our services and activities are structured.

The pillars represent the main categories of support we provide as a charity, aligning closely with our purpose and charitable aims.



EMPLOYABILITY

Building Pathways to meaningful work.



SKILLS AND TRAINING

Building confidence capability and readiness for work.



HEALTH AND WELLBEING

Supporting healthy lives for positive engagement and progression.



COMMUNITY SERVICES

Promoting employment and Progression pathways through local connections



RBWH RETAIL STORES



BECOMING A TRUSTEE

What attributes & experience are we looking for?

Listed below are the core skills we look for in all our Trustees. **Appendices 1 and 2** set out the role and responsibilities of our Board (Appendix 1) and a Trustee role description (Appendix 2).

Although all Trustees take the same level of responsibility for the organisation, it's important we have a good balance of skills and experience to enable the Board carry out its functions. In **Appendix 3** you will find the **Treasurer** role description that we are currently specifically looking to appoint to.

BEHAVIOURAL ATTRIBUTES

- Strong interpersonal and communication skills.
- A strong commitment to drive change for people facing barriers to employment.
- An awareness and commitment to equality and diversity.
- An ability to think strategically and creatively and demonstrate clear logical thinking.
- An understanding of, or a willingness to understand, the workings of the Justice service.
- Willingness to commit the necessary time and effort.
- Good, independent judgement and willingness to speak their mind.
- Understanding and acceptance of the legal duties and responsibilities of trusteeship.
- Ability to work effectively as a member of a team.

We do not expect candidates to be strong in all these skills.

In your expression of interest please highlight the skills that you believe you have. There may be other strengths that are not listed above but you feel they would be a benefit to the organisation; we'd be really interested in hearing about these too.

Please note except for the **Chair of the Board** potential candidates **do not need previous Board experience**. All joining Board members are given an induction, training and ongoing support as needed to carry out their role.

EQUALITY & DIVERSITY

We are committed to making sure that individuals from underrepresented and minority groups in our society feel welcome, safe and at home within every area of the organisation and this includes the Board of Trustees. We don't believe that society can improve while people are treated unfairly because of their age, ethnicity, sexual orientation, religion, belief, gender, disability or class.

We want to celebrate diversity and actively work to redress the imbalance caused by discrimination that exists within society. We aim for our Board to become more closely representative of the communities we serve and actively encourage applications to sit on the Board from underrepresented and minoritised groups, those within the immediate geographical communities we work in and those with lived experience of the Justice service.

TERMS OF APPOINTMENT

Remuneration:

All Trustee roles are voluntary and unpaid although expenses incurred in fulfilling your duties will be reimbursed.

Duration:

All appointments are for an initial three-year term, renewable by agreement with the Board for a maximum of two additional three-year terms.

Trustee Commitment:

We operate a 12-month rolling Plan of Work with meeting dates set for the year. Trustees must be available to attend all meetings which are both in-person and via Teams.

HOW TO APPLY

Step 1:

EXPRESSION OF INTEREST AND CV

To be considered for a Trustee, Chair or Treasurer role please submit an up-to-date CV and Expression of Interest covering letter (one side of A4).

In your covering letter please briefly outline your reasons for wanting to become a Trustee along with any specific experiences or skills that you feel are relevant; and why you feel they will be beneficial to the organisation and its beneficiaries. Please indicate which role you would like to be considered for.

Step 2:

INFORMAL CHAT

Once your expression of interest and CV have been considered you may be invited for an informal chat with our CEO.

This allows both parties to talk about our work and what being a Trustee means and involves and provides an opportunity to discuss and understand more about your skills and experiences.

Step 3:

INTERVIEW

Following Step 2 you may be invited to attend an informal interview with the CEO and possibly a representative from the Board.

The interview is designed to delve a little deeper into candidates' skills and experiences but also to gain an insight in to how an individual may best fit the ethos and culture of the organisation. At this stage it is possible for applicants to attend a Board meeting as an 'observer'.

Step 4:

DECISION PROCESS

Following the interviews, a member of the Board will provide feedback to the wider Board along with her recommendations and request the Board consider the appointment.

To submit CV, Expression of Interest and Covering Letter, or for further information related to the role please email louise.atherton@rbwhfoundation.org

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.
- Assist in determining the organisation's mission and strategic direction whilst ensuring it stays within its remit and the law.
- Support strategic planning and review in accordance with the organisation's constitution and values.
- Ensure the activities of the organisation, and policies supporting those activities, 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 consider the views of all stakeholders when defining strategic direction and managing risk.
- Ensure effective planning and control, approval of annual business plan and budget, agree targets monitor performance against them.
- Develop clearly defined financial controls and expenditure policies and procedures, ensuring transparent and authorised use of resources. This will include the setting of appropriate expenditure limits, which will be subject to periodic review.
- Approve and ensure effective corporate governance arrangements are in place ensuring the organisation follows governance best practice and review effectiveness and impact on an ongoing basis.
- Ensure that Board Members have the appropriate skills to comprehend and use financial and governance information they are asked to review. This should be done through robust Trustee recruitment, induction and development programmes.
- Ensure the organisation meets all its statutory and legal requirements, and that it acts in accordance with its constitution document.
- Ensure effective audits are undertaken, approve the annual accounts prior to publication, and take on Board any recommendations of the auditors.
- Select and remunerate the CEO and ensure good management.
- Ensure that adequate finance is in place, and that productive relationships are maintained with representatives of financial support organisations.
- Ensure that the public is adequately informed of the work of the organisation, through the media, annual report etc.
- Ensure a high standard of corporate governance and personal behaviour throughout the organisation, including approving policies and procedures, and overseeing an appropriate risk management system.
- Board Members should always be clear about the most significant strategic risks facing our organisation and ensure mitigation steps are in place.
- They should receive regular reports on risk management and ensure Board input to the process.
- Review and approve strategic partnerships with other organisations.

APPENDIX 2

ROLE DESCRIPTION – TRUSTEE

Title: Trustee

Salary: this is an unpaid voluntary role

Responsible to: Chair of the Board

Board Members are jointly and severally responsible for the overall governance and strategic direction of the charity, its financial health, probity of its activities, developing the organisation's aims, objectives, and goals in accordance with the Constitution, legal and regulatory guidelines. All Board Members should be aware of and understand their individual and collective responsibilities and should not be overly reliant on one or more Members in any aspect of the governance of the charity.

OUR MAIN RESPONSIBILITIES ARE:

- To promote the vision, mission, and values of the organisation.
- To ensure that the charity and its representatives' function within all legal and regulatory requirements, and in line with its Constitution, continually striving for best practice in governance.
- To maintain the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in the charity.
- To take appropriate professional advice in all matters where there may be a material risk to the charity, or where the Members may be in breach of their duties.
- To determine the overall direction and development of the charity through good governance and clear Strategic Planning.
- To avoid any personal conflict of interest.
- To manage and use the resources of the charity to optimise its potential.
- To ensure robust systems are in place for internal financial control and protection of the charity's funds and assets.
- To undergo a thorough induction upon appointment, and ongoing training to remain alert to, and aware of, our duties and responsibilities,

and of the environment in which we operate.

- To achieve the purpose of the charity and to pursue the charitable objects and provide public benefit.

OUR MAIN DUTIES ARE:

- Ensuring the charity complies with legislative and regulatory requirements and acts within the confines of the Constitution and its charitable objects.
- Acting in the best interest of the charity, beneficiaries, and future beneficiaries.
- Promoting and developing the charity to help it grow and maintain its public benefit.
- Maintaining sound financial management and control of the charity's resources.
- Ensuring a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities for the CEO and Senior Management team.
- Ensuring the effective and efficient administration of the charity and its resources, striving for best practice in good governance.
- Maintaining absolute confidentiality about all aspects of Trustees' business.

APPENDIX 3

ROLE DESCRIPTION – TREASURER

Title: Treasurer

Salary: this is an unpaid voluntary role

Responsible to: Chair of the Board

The Treasurer will support the Board to oversee the financial matters of the charity in line with good practice, the Constitution, legal requirements and report to the Board at regular intervals about the financial position of the charity.

The Treasurer will ensure that effective financial measures, controls and procedures are put in place and are appropriate for the charity. (Despite this all Trustees are jointly and severally responsible for the administration of the Charity).

The Treasurer is accountable to the Board.

The Treasurer should adhere to the Role Description for a Board Member, and in addition has the following responsibilities:

MAIN RESPONSIBILITIES:

- To support the Board to oversee and to ensure appropriate presentation of budgets, accounts, management accounts and financial statements
- To ensure appropriate presentation of accounts and records, ensuring that financial resources are spent in accordance with the charity's policies, good governance, legal and regulatory requirements
- Ensuring that the annual accounts are compliant with the current charities' SORP
- Ensuring close working relationships with the internal audit team and any Committees of the Board
- Ensuring that sound financial management is maintained and ensuring expenditure is in line with the charity's objects
- Acting as a counter signatory on charity cheques and any applications and receipts of funding (if necessary or mandated)

MAIN DUTIES:

- Liaising, where applicable with the CEO (or other appropriate member of staff)
- Supporting the Board to monitor the financial position of the charity
- Creating in conjunction with relevant senior staff sound financial instruments for the control of charity assets
- Ensuring that staff create sound financial instruments for the control of charity assets
- Advising on the financial implications of the charity's Strategic Plan

DATA PROTECTION STATEMENT:

Please note that it is our policy that all recruitment documents, including application paperwork for unsuccessful applicants, are securely kept for a period of 6 months, after which they will be destroyed. If you are successful in your application, in accordance with UK GDPR, we will keep your personal data for 6 years after your term has ended.

