# Trustee roles at The Harbour

The Harbour is a small Bristol charity that offers people a safe space to talk and be listened to when they face death, dying and bereavement. We are recruiting several new trustees and would love to hear from you if you want to make a positive difference to the way people in Bristol experience bereavement and loss.

Since 1991 we have offered more than 40,000 counselling sessions to people facing terminal illness, their carers and loved ones, and to people who have been bereaved. Our work is more vital than ever as we address the consequences of the COVID-19 pandemic, and we are re-shaping our service to meet those demands.

## What are we looking for in a trustee?

* A commitment to the aims of The Harbour
* A willingness to attend Board meeting and *ad hoc* committee meetings
* An openness to speak your mind and critically analyse information presented
* Provide candid and constructive criticism, advice, comments and praise
* An ability to work effectively as a member of a team and to make collective decisions for the good of the charity

We are particularly keen that the board should better reflect the diversity of people in Bristol and would welcome prospective trustees from under-represented communities.

## What trustee roles are available?

## If you are interested in supporting The Harbour’s work, or have experience of the types of services we offer, then we would like to hear from you. We are also looking specifically for a treasurer (with accountancy qualification and experience), a secretary (with administrative experience) and people with strategic management experience.

We currently have 6 trustees including our Chair, Philippa Bayley. Our trustees bring a range of skills and experience including law, communications, mental health and programme management.

## What’s in it for me?

Trustees are not paid but play a vital role in our organisation, helping to guide the strategic direction of The Harbour, supporting good governance, as well as bringing valuable skills to specific projects. As a trustee, you would have the chance to learn about strategic planning and governance for small charities, and develop specialist knowledge about the provision of counselling services. This is also an ideal opportunity to develop your experience in a non-executive board level role.

## How to apply

We encourage you to contact Philippa Bayley (Chair) on 07786 223661 or [philippa@the-harbour.org.uk](mailto:philippa@the-harbour.org.uk) or Natasha Davies (Chief Executive) on 07428 121421 or [natasha@the-harbour.org.uk](mailto:natasha@the-harbour.org.uk) to have a chat about any trustee role.

To apply please send your CV and a brief covering letter to the contacts listed above. We look forward to seeing your application. For more information about The Harbour: [http://www.the-harbour.org.uk](http://www.the-harbour.org.uk/" \t "_blank) and find us on social media.

## Specific requirements for the treasurer role

Experience:

* Accountancy qualification and experience
* Experience of strategic financial management
* Ability to communicate financial information to those who may have little or no financial background
* Experience of charity finances and/or working with a Board would be an advantage

Responsibilities:

* To oversee all financial aspects of the charity, on behalf of the board of trustees, to ensure its short- and long-term viability
* Lead in the Board’s duty to ensure that proper accounting records are kept; financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
* Provide strategic oversight and determine the financial implication of business plans.
* Monitor and advise on the financial viability of the organisation.
* To work with the CEO to prepare and present financial reports.