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**Trustee Recruitment Opportunity**

We are currently looking for experienced individuals to join our Board. We are interested in hearing from people who want to help, are willing to dedicate time and energy to our work, and who share our passion for our Charitable activities and outcomes.

We are aiming to recruit new Board members with a diverse set of backgrounds, skills and experiences to enable us to be the best we can be.

In return we will keep you informed about our work, seeking your engagement and input. We will provide you with a full induction to the Charity’s work and we will support you in your role as a trustee.

We hope you will want to join us and help us shape the strategic direction of Relate NI as we move forward. We are focused on building the next phase in the evolution of the charity across its charitable activities and income generation, following our successful merger with Family Mediation NI. We are ambitious to continue to grow and diversify, to serve more people in different ways.

Relate NI currently has an annual income in the region of just under £900,000. Further details on our financial accounting may be accessed through our Annual Reports

# What we are looking for…

We are looking for individuals with a background in the voluntary,Community, private, and public, sectors who can contribute to the strategic leadership and governance of the organisation. Taking account of the range of skills and experience of Relate’s current Board Members, we welcome strengthening the Board’s collective portfolio of skills in the following areas:

* + *Finance*
  + *Policy/Public Relations*
  + *Income generation*
  + *Counselling, Psychology or Psychotherapy*
  + *Mediation*
  + *Social Economy/Social Entrepreneurship*

This is not an exhaustive list and if there are other skills and qualities that you feel are relevant to the Relate NI Board, please get in touch.

If you have any initial queries relating to the post in the first instance please contact Joan Davis at [**joandavis@relateni.org**](mailto:joandavis@relateni.org)or telephone 028 90 32345

Relate NI is committed to diversity and equality of opportunity and welcomes applications from all sections of the community. In particular we are seeking applications from young people, women, those living with a disability and ethnic minorities.

Trustees are asked to commit a minimum of 2 - 3 hours on a bi-monthly basis to this role. The Trustee Board meets six times a year, alternating between in person in Belfast and online. Trustees also attend the Annual General Meeting and other strategic/planning meetings. You may also be invited to join a time-bound subcommittee to take forward project work.

All new Trustees will be offered full induction and supporting material

Trustees will be reimbursed for travel and subsistence costs when carrying out Trustee business.

**To Apply**

Please contact Joan Davis, RelateNI CEO, by close of business **Friday 25 April 2025**.

#### Email: [joandavis@relateni.org](mailto:joandavis@relateni.org)

#### Telephone 028 90 323454

This will be followed by an informal conversation with a purpose with a Board representative to discuss how you meet the criteria set out in the role description and the level of commitment you are able to make in this voluntary role.

# Trustee Role Profile 2025

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| --- | --- |
| **Role purpose: To contribute to the leadership and governance of Relate** | |
| **Key accountabilities** | **Key elements and tasks** |
| To contribute to the leadership of Relate. | * Contribute to the development and monitoring of Relate’s Strategic and Business Plans; * Uphold the aims, principles and values of Relate; * Represent Relate at local and regional events; * Communicate, explain and support the decisions of the Trustee Board. |
| Contribute to effective decision making by the Trustee Board. | * Prepare for, attend and contribute to 6 Trustee Board meetings each year; * Prepare for, attend and contribute to the Annual General Meeting; * Prepare for, attend and participate in Trustee strategic/planning days; * Participate in Trustee Board committees and working groups; * Represent Relate at occasional meetings and events; * Apply independent judgement to all issues under discussion at Board meetings. |
| Fulfil the legal requirements of being a Trustee. | Ensure Relate:   * fulfils its charitable purposes; * is financially viable; * complies with all legal requirements; * fulfils its responsibilities as an employer; * understands the importance of good practice in human resources management and staff development; * is committed to ensuring equality of opportunity in service provision and employment; * has a process for appointing and monitoring the performance of the Chief Executive. |
| Understand and promote the interests of Relate and our clients | * Seek to understand the impact of changes in public policy and the external environment on clients and the service; * Use network to promote knowledge of and support for Relate’s work; * Advocate for Relate and promote counselling services as opportunities arise. |

# Trustee Person Specification

If you are interested in serving as a Relate Trustee you should be able to demonstrate that you can:

1. Understand the diverse needs of clients and potential clients, and the aims, principles and values of Relate, including a commitment to challenging discrimination.
2. Have relevant experience in the private, public, voluntary or community sectors either as an employee or on a volunteer basis including serving on a committee or Trustee Board.
3. Have leadership skills, including the ability to be objective, to probe and question, and to act decisively when necessary.
4. Are visionary, creative and passionate about Relate’s service, and prepared to invest energy in its success by learning and understanding its business and its stakeholders.
5. Can bring relevant professional skills to bear on our drive to deliver high quality services to an even wider range of people.
6. Are a team player, able to listen and work with others, offering guidance and support, to ensure effective decision-making by the Board.
7. Understand the responsibilities of company directors and charity Trustees, the importance of good governance, and agree to work in accordance with any code (s) of practice agreed by the Board. Ongoing support, learning and development opportunities will be offered to Trustees with this.
8. Are able and willing to act impartially and apolitically.
9. Have strong analytical skills, can assimilate information and grasp complex issues quickly, and then apply independent judgment.
10. Financial acumen to help lead the charity in a changing financial climate.
11. Are a good communicator, willing and able to promote the decisions of the Board and the interests of Relate and its clients.
12. Can commit 2 - 3 hours on a bi-monthly basis to Trustee business, including attendance at Board.

Candidates will be required to disclose any information about their personal or professional life which in the Trustee Board’s perception could bring Relate into disrepute, including removals from previous governance roles, current or previous membership of organisations which may conflict with the aims, principles and values of the organisation, or behaviors which might be seen to undermine public confidence and trust.

Candidates must also disclose if they have been convicted of a crime which debars them from acting as a company director, or they are an undischarged bankrupt or disqualified to act as a company director.

Candidates must disclose any information which could give rise to a perception of conflict of interest with their role as a Relate Trustee. This will not necessarily result in an inability to serve on the Board.