

Trustee Pack – December 2023

Join our charity board as a trustee.

About us

Colostomy UK is a national charity that offers support and advice to people who have had stoma surgery (ostomates) and to their friends, families and carers. Our projects help empower ostomates to return to sports, hobbies and other activities after their surgery and give them the confidence to take on fresh challenges. We also advocate for ostomates' rights and are their voice on the bigger issues. Our campaigns raise awareness of 'life with a stoma' and encourage organisations to make their facilities and people more inclusive.

Trustee with HR experience

- **Application:** CV and covering letter to Libby Herbert - libby.herbert@colostomyuk.org
- **Closing date:** 1st February 2024
- **Interviews:** Informal chat with CEO followed by Interview W/C – 5th February 2024

The role

As a charity trustee at Colostomy UK, you will play a critical role as part of our board. Key responsibilities include.

1. **Governance:** Actively participate in the governance and strategic direction of the charity, ensuring our Purpose, Aims, Vision and Values and objectives are upheld.
2. **Financial oversight:** Provide oversight and scrutiny of the charity's financial management, ensuring resources are used efficiently and in alignment with our purpose..
3. **Fundraising:** Support fundraising efforts, contribute to the development of fundraising strategies, and assist in securing resources for our activities, service, programs and initiatives.
4. **Committee participation:** Serve on specific committees or working groups as needed, leveraging your skills and expertise to advance our objectives.
5. **Ambassador:** Act as a figure head for the organisation, representing us at various events and activities.

Skills and experience:

We know that people from certain backgrounds are under-represented at board level, and we are particularly keen to receive applications from people of colour, people with disabilities, hidden conditions and neurodiversity's, people from disadvantaged backgrounds and people who identify as being LGBTQIA+ so that we have better representation to help develop our work and support all communities in our society.

To be considered for this role, you should have.

- The specific skill we are looking for in this trustee role is someone with a background as a HR professional. We do though work alongside Worknest, an Employment Law, HR and Health & Safety advisory company.
- A strong commitment to the charity's purpose and values.
- A willingness and able to dedicate time and effort to fulfil trustee responsibilities.
- Relevant skills, experience, or expertise that can benefit the charity (e.g., lived experience finance, legal, fundraising, marketing, HR, campaigning, volunteering etc.).

The charity's work and strategic objectives are overseen by the board of trustees, who meet at least four times a year to review the organisation's work, finances and services and to agree the charity's strategic goals. The CEO and relevant managers also attend these meetings.

The day-to-day operation of the charity is led by the CEO, Libby Herbert, supported by a small team of employees and a large, fabulous volunteer base.

There are various committees, all comprising of trustees and operational staff who meet regularly to discuss the charity's operations and progress on strategic objectives, and who make recommendations to the full Board of Trustees. These currently include:

- Finance Committee
- Management Committee
- Income Generation Committee
- Strategy Committee

Time commitment:

- Trustees are expected to attend induction sessions at Colostomy UK as soon as practicable following their appointment, preferably prior to their first board meeting. Some of these can be done virtually. However, a visit to the office will be essential.
- Trustees are expected to attend at least 3 out of 4 a board meeting a year – Two of these meetings are held virtually and two meetings are all day meetings, in person at our Head Office
- Trustees are also expected to attend our AGM (Annual General Meeting where we sign off the previous year's accounts) - Normally held at the weekend or in the evening. Also, one strategic planning day (held during normal office hours).
- Trustees will be asked to join specific committee / team meetings too.
- Trustees may be asked to join at least two other events over the course of the year (Open days, Engagement Events, Fundraising Events etc...)

Benefits: Although this is a voluntary role, reasonable expenses (such as travel for meetings) will be reimbursed.

OUR PURPOSE - WHY WE'RE HERE

We exist to make a positive difference for anyone impacted by any kind of stoma or stoma surgery.

OUR WORK - WHAT WE DO

Founded in 1967, we became a registered charity in 2006, and we maintain our original mission to this day: to support people with stomas and those who care about them.

There are now over 200,000 people living with a stoma at any one time in the UK who benefit from the work that we do as we:

- Provide practical and emotional support and advice whenever it's needed.
- Run projects that empower and build the confidence to take on fresh challenges.
- Are a voice on the issues that matter, campaigning and advocating for ostomates' rights.

OUR VISION - WHERE WE'RE GOING

We want to live in a world where having a stoma presents no obstacles or barriers and carries no stigma.

A world where people can:

- Get the right information and advice, at the right time, at the right stage of their stoma journey.
- Have access to the facilities and resources they need when and where they need them.
- Live their lives to the fullest without fear of discrimination or prejudice.

OUR VALUES

At Colostomy UK the way we behave matters to us deeply. In everything we do, we are guided by and strive to meet the following values:

SUPPORT AND EMPOWER

Two things matter more than anything else to us: supporting people with or about to have a stoma and empowering them to get the most out of life. For us, supporting and empowering people is also about finding new ways to do this, so we aren't complacent. Being innovative, creative, courageous, and tenacious is in our DNA.

KNOWLEDGE

We are stoma experts. This is no empty claim, but backed by the collective knowledge we have accumulated since we were founded in 1967. And, because we prize learning, we add to this knowledge every day. We know all about the many ways in which having a stoma can impact on life. We know the challenges, we know the fears, we know the concerns and the worries. We know the ups and the downs. We also have the know-how to help, reassure, and support.

COMPASSION

We are compassionate and caring. We know what it's like to go through stoma surgery and what a struggle it can often be to get life back on track afterwards. We understand how even the small things can have a big effect on someone's wellbeing. We don't judge, instead we are patient, respectful and understanding listeners.

INCLUSIVITY

The diseases, illnesses and injuries that make stoma surgery necessary don't discriminate and nor do we. People from all walks of life, all cultural and religious backgrounds, and all ages, even babies, have stomas and we are here for every single one of them. For us, inclusivity is also about understanding things from different points of view. Doing this helps us to shape the support we offer, making sure that we can respond in positive, meaningful, and impactful ways to the many and varied needs of people with stomas.

TOGETHERNESS

Our strength comes from engaging with others. We've been doing this throughout our history. It's by working collaboratively with healthcare professionals, people with stomas, local government, businesses, and other organisations, that we fulfil our purpose. We believe that the way to achieve our vision is by sharing problems and solving them together.

To apply

If you are passionate about making a difference and being part of an amazing team. Plus have the time and dedication to give to our charity through serving as trustee. Please send your CV and a brief statement of interest to our CEO, at libby.herbert@colostomyuk.org by midnight on **1st February 2024 at midnight.**

In your cover letter, please tell us:

- About your relevant experience
- What skills and qualities you will bring to the role
- Why you'd like to volunteer for us.
- Where you saw the job advertised

If you would like to discuss the role, you can call Libby on 0118 228 1377. Please note that Libby is on annual leave from 20th December until 2nd January, and then from 18th January until the 1st February.

Interviews will take place at our Head Office in Winnersh or virtually. We will only contact those applicants who have been successfully selected for interview. If you require any adjustments during the interview process, please let us know.

An enhanced DBS disclosure will be required for this post.