

# Trustee: Recruitment Pack Appointed Treasurer



**Deadline:**  
**18 May 2026**





# About Befriending Networks

**Our vision is of a society where quality befriending support is available to everyone who needs it and the importance of meaningful connection is recognised.**

## Our Mission

We are the network for befriending organisations. We are the intermediary between our members, supporters, and stakeholders, working collaboratively and inclusively to connect and strengthen the befriending sector.

Our mission is to support organisations to deliver quality befriending services that promote wellbeing and meaningful connections, ensuring that everyone feels valued.

We further our mission by:

- Maintaining and expanding an effective and connected network of members
- Providing information, resources, training, awards, and consultancy for all aspects of befriending
- Raising the profile and an understanding of befriending and its impact
- Coordinating Befriending Week, our annual campaign taking place 1st to 7th November.

## Our Values

Befriending Networks has three values. These values guide our behaviour, our service design, our planning, and our evaluation.

### Support

**We are supportive.**

We are well informed and share our expertise, knowledge and insight. We value learning and consider different perspectives, reflecting our members' experiences and needs. We listen and understand.

### Collaborate

**We are collaborative.**

We connect with people. We care and are approachable. We are respectful to each other, our members and other organisations. We are effective and efficient.

### Lead

**We are sector-leading.**

We are resourceful, adaptable and innovative. We lead a valuable network which gathers, amplifies and represents the voice of befriending at all levels.



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### Our Mission

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### Our Activities

Connected Network of Members

Information, Resources, Training and Quality Awards

Profile and Impact of Befriending

Befriending Week 1-7<sup>th</sup> November



### Our Outcomes

#### Sphere of Control

Staff and volunteers in befriending services have increased skills and knowledge

Our members can share knowledge and expertise to advance good practices in befriending

Our members value the connection and association that comes from involvement in Befriending Networks

Members, policy makers and other stakeholders have improved understanding of befriending sector impact

#### Sphere of Influence

Befrienders are well supported to provide nurturing, enriching and trusted befriending relationships

#### Sphere of Interest

Quality Befriending Services are available to everyone who needs one

Service users experience increased social connection in healthier more equal communities

### Our Befriending Policy Priorities

**Social connection**  
– loneliness, social isolation, and mental wellbeing.

**Volunteering**  
– support, recruitment, retention, and recognition.

**Age and ageing**  
– children, young people, adults, older people and intergenerational.

### Our Values

Support

Collaborate

Lead

### Our Objectives

Supportive a network of quality befriending services

Sustaining a valuable network

Facilitating an empowered network

Developing a digitally connected network

Recognising an impactful sector

Championing the befriending sector

Succeeding as an organisation

# Strategic Plan 2024-29 Logic Model

## Why get involved?

Our trustees oversee the running of our charity: strategy and business planning, governance, HR, finance, marketing, fundraising, evaluation, risk management and more. It can be an effective way to build your skills and your CV.

As a trustee, you can donate your skills, time, and attention to a cause you love. You may be passionate about befriending, addressing social isolation and loneliness, and creating social connections. Or you might believe in the power of collaborative networks and the importance of continuous professional development. Volunteering with Befriending Networks would allow you to contribute existing knowledge and skills while exposing you to new experiences and connections.

**Become a trustee and give back to society.**

**Become a trustee and share your skills, knowledge and experience.**

**Everyone has something unique to offer and we would love to hear from you.**



*"Being a part of Befriending Networks has allowed me to expand my financial knowledge while advising a strong and proactive Board and staff. I have taken great personal satisfaction in providing support to sector leaders who make a vital difference in their community.*

*As I approach the end of my three year appointment I would like to support the new Treasurer to ensure a smooth transition and stability for the organisation.*

*Befriending Networks is currently going through a period of change, and faces the same challenges as the wider third sector. This provides an exciting opportunity for the new Treasurer to make a meaningful difference to befriending at a local and national level, while developing their professional skills."*

Stuart Gray, Treasurer and Appointed Trustee, Befriending Network

# What we are looking for...

Qualities are the distinctive attributes that you can bring to our board

**Enthusiasm /passion for the mission of Befriending Networks**

We have a passion for Befriending and our network. We would like our Trustees to share in that belief, even if they don't have a background in befriending itself. We would expect you to take the time to learn more about the sector as required.

**Commitment to our organisation's vision, objectives and values**

Our vision, objectives and values are at the core of what we do. As a Trustee we would expect you to be aware of these and always act in the interests of Befriending Networks

**Willingness to devote required time to carry out Trustee responsibilities**

We are an active and committed board and recognise that being a Trustee is a voluntary role. We want to be sure that you are able to commit to planned meetings and have a little flexibility if required. All our current trustees have commitments beyond Befriending Networks, we find that working together shares the load. We ask all our trustee to subscribe to our Code of Conduct.

**Ethos of skill and connection sharing**

Our board benefits from the varied experience of member and non-member Trustees. We recognise that each of us brings something different to the board and that we can learn from each other, so want you to share your particular knowledge and skills with us and our members, as well as any connections you feel we could build upon.

**Self-awareness and commitment to personal development**

We look for a diverse board that has a broad range of knowledge and connections reflecting our sector. Moreover, we want you to enjoy developing as Trustee with us so we invest in developing the skills of our board where necessary.

**Ability to challenge with good intent**

We want all our board members to feel valued and able to have lively and respectful discussion. Creative and strategic thinking are welcomed to generate new directions and solutions. We leave our egos at the door!

**Open and capable communicator**

We need board members with different communication styles and skills – whether you're best one-to-one, or representing us to a wider audience, we expect you to be able to listen, support others to be heard and communicate clearly and on time, especially if we have a deadline.

# What you will you be responsible for as a Trustee...

Responsibilities you will have as a Charity Trustee are set out in the Charities and Trustee Investment (Scotland) Act 2005. We are also a Company, so you will have responsibilities as a Company Director too. Put simply as part of our governance team:

## **You must act in the interests of Befriending Networks**

You must do what is best for the charity and our beneficiaries. We have a five year strategic plan to guide us.

You must put the needs of the charity before the needs of any other organisation that you are involved with, either in a personal or professional capacity. We carefully manage conflict of interests.

## **You must seek in good faith to ensure that Befriending Networks operates in a manner consistent with its purposes**

You should understand what the governing document says and means.

You must make sure that the other charity trustees and people working at the charity follow the rules in the governing document.

## **You must act with care and diligence**

As a team of charity trustees, we must all work together to advance the charitable purposes, including making sure the charity is run properly, responsibly and lawfully.

You have to protect your charity including its beneficiaries, assets and reputation. This means understanding and assessing potential risks to make sure decisions are as robust as possible.

You should have a clear, up-to-date picture of how the charity is doing financially, and the charity should have procedures in place to reduce any risks

You must make sure that the charity has enough money to pay staff and other costs.

We are an employer, so you must make sure that any staff are treated properly and fairly.

You are responsible for making sure your charity complies with any relevant laws. For example, health and safety, employment, data protection and equality laws.

You will asked to subscribe to and support our Trustee Code of Conduct.

# Treasurer Role Description

<b>Responsibilities of Treasurer</b>	
In relation to the Board	In relation to the wider organisation
<ul style="list-style-type: none"> <li>• Present financial reports to the board in a format which supports fellow trustees to understand the charity's financial position.</li> <li>• Provide advice and guidance to fellow trustees about the financial responsibilities of the charity.</li> <li>• Seek the expertise of external advisors regarding aspects of financial and resource management.</li> <li>• Work with the CEO and Finance Officer, and our appointed accountants in the preparation, scrutiny, and presentation of annual financial accounts.</li> <li>• Participate as a member of the Board Executive Subgroup (an online 1.5-hour meeting taking place approx. 7-10 days in advance of each board meeting)</li> </ul>	<ul style="list-style-type: none"> <li>• Work with the CEO to ensure good financial practices are upheld within the organisation.</li> <li>• Work with the CEO to manage financial risks and to be able to present these and answer questions to fellow directors.</li> <li>• Identify areas for growth, innovation, and best practice in relation to the charity's finance.</li> <li>• Ensure there is a longer-term financial plan and fundraising objectives in place, and to support the CEO in fundraising and funder relationships as may be required.</li> </ul>
<b>Essential Knowledge and Experiences</b> <ul style="list-style-type: none"> <li>• Understanding and acceptance of the legal duties, responsibilities, and liabilities of being a company director and charity trustee.</li> <li>• Knowledge and understanding of charity finances and reporting requirements.</li> <li>• Commitment to the organisation's objectives, aims and values and willingness to devote time freely to carry out responsibilities.</li> <li>• Strategic and forward-looking vision in relation to the organisation's objectives and aims.</li> </ul>	

- Good, independent judgement, political impartiality, and the ability to think creatively in the context of the organisation and external environment.
- Good communication and interpersonal skills and the ability to respect the confidence of colleagues.
- Balancing tact and diplomacy with a willingness to challenge and constructively criticise.

#### **Desirable Knowledge and Experiences**

- CCAB or CIMA qualified accountant with relevant post-qualification experience
- Experience of implementation of financial policies and procedures and risk management.
- Practical bookkeeping or business administration experience.
- Experience of fundraising.
- Xero or other cloud account software experience.
- Prior experience of committee work or familiarity with the charity sector.
- Awareness of the befriending sector and the type of work undertaken by our membership.
- Awareness of the specific role of intermediary (membership) organisations within civil society.

## Our Board



Befriending Networks Ltd. is a Company Limited by Guarantee (195896) with Charitable Status (SC023610). As a company, Befriending Networks is bound by its Memorandum and Articles and Company Law. As a charity, Befriending Networks is regulated by the Scottish Charity Regulator (OSCR).

### Directors and Representation

Befriending Networks is managed by a [Board of Directors](#) (charity trustees). The Board seeks to appoint people who have the skills necessary for the governance of the organisation and who are competent to engage in discussions relating to strategic planning, financial planning, staff management and overall good governance.

The Board can have 10 Directors. Six of the Directors should be members of Befriending Networks – called ‘Member Directors’. These Directors are elected at the Annual General Meeting (or co-opted during the year). A maximum of four Directors are non-members of Befriending Networks – called ‘Appointed Directors’. These Directors are appointed onto the Board by the Member Directors.

<b>Chairperson</b>	Emily Kenward (Time to Talk Befriending)
<b>Vice Chairperson</b>	Mike Niles (Appointed Director)
<b>Treasurer</b>	Stuart Gray (Appointed Director)
<b>Member Director</b>	Jayne Burnett (Visiting Friends)
<b>Member Director</b>	Nikki Pattinson (Carers Leeds)
<b>Member Director</b>	Bonnie Bowhay (Marie Curie)
<b>Member Director</b>	Julia Weir (Jewish Care)
<b>Member Director</b>	Vacancy
<b>Appointed Director</b>	Charlotte Prothero (Appointed Director)
<b>Appointed Director</b>	Andreea Tudor (Appointed Director)
<b>Board Supporter</b>	Samantha Paterson (non-voting)

# Practical Information about our Board

## Dates and Times of Meetings

These are chosen to suit those on the Board following the AGM and a timetable of six meetings per year is set in December for the year ahead. These meetings take place on a Thursday afternoon and are scheduled for 2 hours.

Thursday 25 June 2026 2pm – 4pm

Monday 7 and Tuesday 8 September – In Person or Online (TBC)

Wednesday 4 November – AGM, Annual Members Conference

Thursday 3 December 2pm – 4pm

In 2027, meeting will be held in February, April, June, September and December.

## Locations of Meetings

As a remote organisation, our Board meetings are in the main online using Zoom. However, we do have the ambition to meet in person for one meeting each year.

## Expenses

Travel expenses for travel to face-to-face Board meetings and other Board activities can be reclaimed.

## Preparation for Board Meetings

Board members will normally receive papers 5 working days in advance of meetings and should have read these prior to attendance. Minutes of the previous meeting will already have been sent on (usually within a fortnight of the meeting). Directors have access to a SharePoint site for files and meeting papers.

## Sub Groups

The Board has an Executive group which meets before each Board meeting to set the agenda and to support the CEO. This is comprised of up to 5 persons, including the 3 Office Bearers. As required the Board will establish task and finish groups on specific work.

## Find out more or express your interest!

You must be a UK resident and must not be disqualified from being a charity trustee in terms of the Charities and Trustees Investment (Scotland) Act 2005. You will understand and accept the legal duties, responsibilities, and liabilities of being a company director and charity trustee should you be appointed.

We would be delighted to meet informally with any interested individual and answer your questions about the role and our organisation, these can be directed to our CEO, Susan Hunter by email [susan@befriending.co.uk](mailto:susan@befriending.co.uk) or call 07729 107 002.

- [Read our Strategic Plan 2025-29](#)
- [Read our Recent Annual Reports](#)

### Ready to apply?

If you are ready to express your interest, then please email us with a short statement which outlines your relevant experience for the Treasurer role and attach a CV or similar document which lets us know more about you. Please send to [susan@befriending.co.uk](mailto:susan@befriending.co.uk) no later than **Monday 18 May 2026**.

Our Board Executive will review all expressions of interest and will set up interviews for the role. Should both parties wish to proceed, you will be invited to observe the next meetings of the board until our AGM in November, at which time you would be appointed as a trustee and director or Befriending Networks. The role of Treasurer can be fulfilled for a maximum term of 3 years.

References, background checks and Disclosure Scotland checks will be requested and obtained in line with the requirements of the 2005 Act.



*As we look to the future, I'm most looking forward to working alongside our members. We know that befriending makes a significant difference in people's lives.*

*Through our collaboration we can amplify and strengthen the voice of the sector, with Befriending Networks as the vehicle to make this possible.*

*My immediate hope is for our member voices to be embedded in all that we do which is why we need a full-strength team on our board. This is an exciting time, as we work towards the creation of our next strategy.*

Emily Kenward, Chairperson of Befriending Networks and Member  
Trustee from Time to Talk Befriending



**Befriending Networks Ltd** is a Charitable Company Limited by Guarantee, registered in Scotland No. SC195896, Charity No. SC023610

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