

Treasurer of the Board of Trustees/Directors

Information Pack 2024



Henley House, Barnett Way, Barnwood, Gloucester GL4 3RT

Registered charity number 1111773. Company number 05586735

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Welcome

A Message from our Chair

Thank you for your interest in this role and we hope that when you have read this information pack and looked at our website, you will feel inspired to apply.

Age UK Gloucestershire has got an exciting and challenging agenda ahead. Over the last five years, we have changed our focus and restructured to address the needs of our older people across Gloucestershire. We work much more through signposting and referral than providing traditional “older people services” such as day centres. This is because we believe that it is more important to work with others to create an age-friendly context for all people growing older than to use our resources to address a small number of highly specialised needs. We see tackling ageism as an important part of our work, as well as our valued contracted work such as Out of Hospital and initiatives such as Homeshare.

The Board works closely and supportively with the CEO and senior managers to progress our vision. We have a committed and highly skilled group of staff, supported by the vital work of volunteers. We are looking for a Treasurer to support our Board of talented and hardworking trustees. You will have a connection to Gloucestershire and will be committed to championing our work.

We look forward to receiving your application.

With best wishes

Patricia Le Rolland

Chair of the Board



About Age UK Gloucestershire

“Working towards an age-friendly Gloucestershire that enables people of all ages to actively participate in community activities and treats everyone with respect, regardless of their age.”

We are an independent, local charity working in the community to support older people, their families, and carers. We see ageing as something that our society should value; growing older is not just a fact of life, it is something that brings opportunities for individuals and our community as a whole.

A key part of our work is bringing about a change in people’s attitudes and experiences, so that everyone shares our positive view of growing older. We’re doing this because negative attitudes towards age and ageing have a damaging impact on the health and well-being of older people.

Through our projects and services, we help people to navigate later life, live independently at home for as long as they wish to and connect socially within their community.

By enabling people to make informed choices, working with others in an innovative way and by challenging unhelpful social attitudes, we can build a fairer society and a better Gloucestershire – for everyone.

We know that our ambition is bold and is about long term and enduring change in how our county responds and adapts to demographic change. As such we recognise that at Age UK Gloucestershire, we now need to go further in committing to our shift from service provider to movement maker, leveraging more influence from our reputation and expertise and focussing on activity that will impact the experience of ageing of many more people.

The challenges and opportunities of an ageing population need to be faced not by us alone, but by a coalition of local people, key statutory bodies, partner organisations and businesses. By influencing, energising, and mobilising all of these, Age UK Gloucestershire can play the pivotal role in this change. We also need to ensure that there is a financial model that ensures Age UK Gloucestershire remains in place to affect the necessary change.

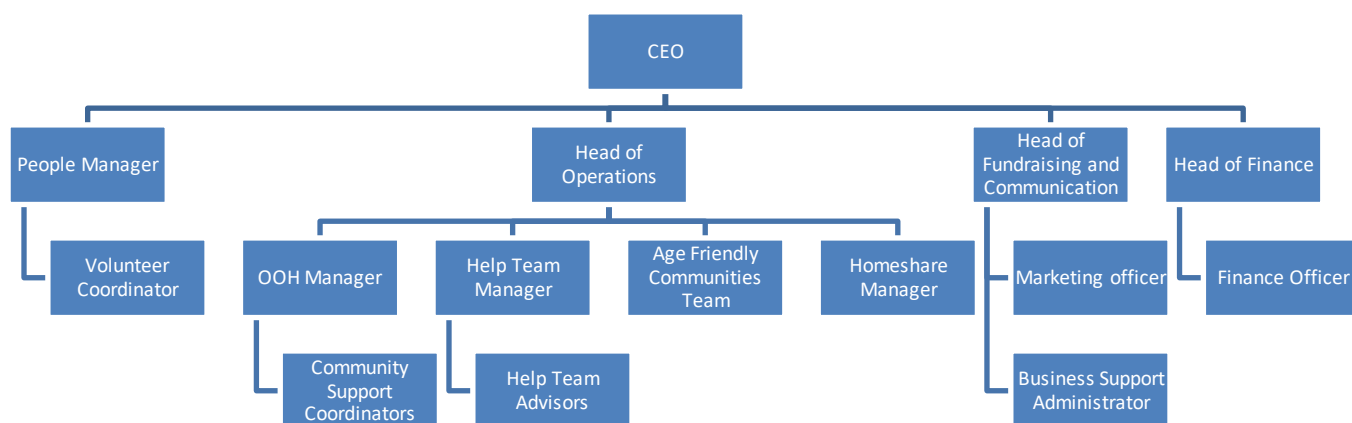
Our strategic plan sets out our ambitions to see Gloucestershire ready and optimistic about the demographic change forecast over the next 17 years. It introduces our theory of a Cycle of Change for transforming the experience of ageing in Gloucestershire. It also outlines our plans for the initial phase of implementing this change.

The plan builds on the direction set and changes we started to make in 2017-2020. This plan is for all our stakeholders, our volunteers, our employees, our partners and above all the citizens of Gloucestershire who need to join with us in embracing the potential of longer lives lived well.

Our People

Our Team of employees

We have 32 people, some working from our administrative offices in Barnwood Gloucester, and others working out in community supporting older people at social groups, outreach locations and in their own homes.



Our Trustee Board

Patricia Le Rolland (Chair)
Ian Donald
Helen Bown
Helen Ginman

Martin James
Ian Crocombe
Ahmed-Said Hansdot
Karen Phillips

Our Volunteers

We are hugely proud of our committed group of over 80 volunteers who generously give their time and help in lots of different exciting ways! They provide one to one support after a spell in hospital, help to claim benefits, IT support, activities at our social groups, provide information at drop-in sessions at outreach locations across the county, deliver our engaging Grapevine Magazine and help us to support as many older people in Gloucestershire as we can.

Just some of the things we do

The Help Team

The purpose of the Help Team is to provide a welcoming place to turn for older people (and those supporting them) to plan for later life and to resolve issues people they face as they age.

Our Help Team - accessible by phone, email and in local community spaces - is a first point of contact for many older people seeking to support and advice. Help Team Advisors offer people time to talk, listen actively to their situation, and use a guided conversation model to help uncover the full situation someone is dealing with.

The Help Team Advisor brings knowledge of local systems and resources and uses this and their interpersonal skills to identify opportunities to move the person's situation and issue forward. They provide specialist signposting, information and advice to older people, their carers, friends, and relatives on a wide range of topics, including welfare benefits, housing, community care, disability rights, and key issues affecting older people. Where appropriate, the advisor will act on behalf of the client to move the case on.

Out of Hospital

The service is available to older people 65 and over who live in Gloucestershire and who are discharged following a stay in one of the acute hospitals in the county. It is a contracted service funded by Gloucestershire Integrated Care Board.

Our team will work together in partnership with people to identify what they need to build their resilience and live confidently and independently in their own home. Support can include:

- Information, advice and signposting to other services relevant to older people's needs.
- Support to access benefits advice and guidance, e.g. Attendance Allowance.
- A 'Safe and Well' Home Safety Check.
- Practical tasks such as a one-off essential food shop and collecting prescriptions, helping people settle back at home.
- A volunteer visitor for up to four weeks supporting people to rebuild their confidence.

Homeshare

Homeshare brings together older people who have spare rooms, with people who need affordable accommodation and who are happy to chat and lend a hand. Our Team carefully matches people, oversees the arrangements, and provides professional ongoing support.

Social Groups

Our Social Groups are welcoming spaces where local people can come together for a chat, enjoy a cup of tea and a biscuit or two, and make new friends. As well as being a place to meet new people and form connections, our Social Groups can also connect people with our services and local activities. For example, our Help Team and Digital Connections volunteers may pop by to offer advice and support and from time to time.

Grapevine Magazine

We publish our own magazine four times a year which is distributed throughout our communities by a team of volunteers. It is packed with of articles, features, and activities as well as stories, ideas, and comments.

For more information about us, visit our website here:

[Welcome to Age UK Gloucestershire](#)

Finances

You can find our Impact Reports and Annual Accounts here:

[Age UK Gloucestershire | Impact Reports and Annual Accounts](#)

TREASURER /TRUSTEE

ROLE DESCRIPTION

Overall purpose:

The Treasurer supports the Board with maintaining an overview of the charity's financial affairs, as well as fulfilling the role of a Trustee/Board Director. The Treasurer assists the Chair and the CEO in ensuring that the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity; by ensuring effective and appropriate financial measures, controls and procedures are in place, reporting to the Board at regular intervals about the financial health of the Charity.

Main Responsibilities & Tasks

Working with the chair, other trustees, CEO, and the Finance Manager:

- to ensure the board of trustees fulfils its duties and responsibilities for the proper financial governance of the charity.
- to ensure AUKG has satisfactory control systems and procedures for the management of all monies, properties and other assets and ensure that monies are invested to the maximum benefit of the charity, within the constraints of the law and ethical and other policies laid down by the board.
- to keep the board informed of its financial duties and responsibilities.
- to advise the board on the financial implications and operational risks arising from board decisions, especially the board's strategic and policy decisions.
- to advise the board on the financial strategy proposed by the CEO and to review and monitor the financial strategy on behalf of the board,
- to work with the Chair to advise the CEO on the level, quantity and frequency of financial information and reporting required by the board to allow the board to fulfil its legal and statutory responsibilities.
- to work with the CEO & Finance Manager to ensure financial information is both accurate and presented in such a way that facilitates good financial governance.
- to ensure intangible assets such as organisational knowledge and expertise, intellectual property, the charity's reputation is properly valued, utilised, and safeguarded.

What we are looking for

We are looking for people willing to bring energy, enthusiasm, and commitment to the role, and who will broaden the diversity of thinking on our board.

- A finance professional. A knowledge of charity finance is an advantage. Otherwise, an enthusiasm to learn, drawing from sound commercial experience and an understanding of SMEs.
- A strategical thinker with an ability to balance risk and opportunity.
- Clear communicator with the ability to bring the financial information alive to non-finance specialists.
- Willing to play an active role in areas such as forecasting, setting budgets, liaising with auditors.
- Commitment to striving for better for older people across Gloucestershire.

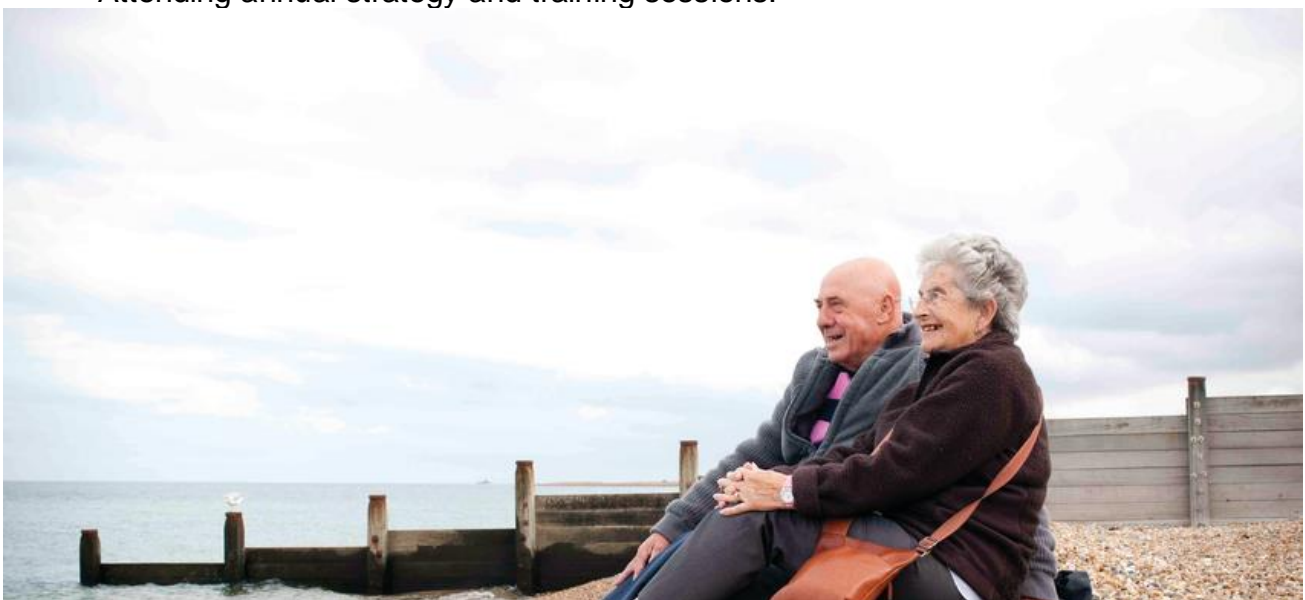
In addition to the above, the Treasurer will also have the responsibilities and qualities of all trustees.

Terms of office

- Trustees serve for a 3-year term of office, with the potential of re-appointment for a further term to a maximum of 6 years.
- This is a voluntary position, but reasonable expenses will be reimbursed.

Time Commitment (Estimated at 4 hours per month]

- Attending 6 Board meetings annually. Currently meetings are held at our offices in Barnwood, Gloucester.
- Monthly scheduled meeting with the CEO and Finance Manager with flexibility to respond swiftly to the occasional ad hoc issue.
- Attending annual strategy and training sessions.



Recruitment Process

If you would like to discuss this role further on an informal basis, please contact Sue Scrivens, People Manager in the first instance sscrivens@ageukgloucestershire.org.uk

If you would like to apply, please forward a CV and Supporting Statement to sscrivens@ageukgloucestershire.org.uk outlining your interest in the charity and how your experience and skills meet the requirements of the role.

The initial deadline for applications is 23 June 2024.

Applications will be reviewed and selected candidates invited for further discussion and interview, including the opportunity to meet the Chair and CEO.

References and DBS checks will be undertaken before formal appointment.

We are committed to having a Board that is representative of the community we serve. We therefore welcome applications from all backgrounds and all sections of the community. If you think the role is for you but you don't meet all the essential criteria, please apply anyway, and tell us how your skills are transferable.

We will seek to make reasonable adjustments to overcome barriers due to disability and/or neurodiversity.