

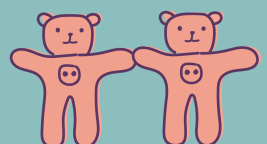
Trustee Recruitment Pack



Hello!

Thank you for your interest in joining Simba's Board of Trustees.

We hope that you find the following information helpful in considering if your skills and experience would be beneficial to the governance of the charity and if the role of Trustee at Simba fits with your aspirations and personal values.



Our Vision

Honouring baby loss, through memory making, raising awareness and education, we improve the lives of bereaved parents and families.

Our Values



Compassionate



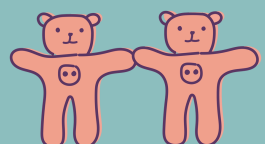
Empathetic



Thoughtful



Supportive



Our Mission

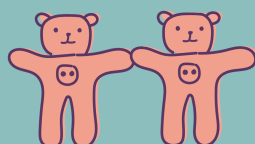
For every bereaved family in Scotland to be offered a Memory Box at the earliest opportunity, and provided with private comfortable spaces that allow them to spend as much time as they need with their babies and make timeless memories.



For bereaved families to have ongoing opportunities to honour their babies.



For healthcare workers to feel informed, confident and supported in their roles so that they can provide the highest level of care to bereaved families.



Our Strategic Outcomes

Bereaved parents and families are gifted a Memory Box, where possible and are supported to make memories at the earliest opportunity.

Skilled and compassionate healthcare professionals are trained to provide confident bereavement support to parents and families whose baby has died.

Supportive and understanding employers are able to offer empathy and support employees who have experienced baby loss.

Opportunities for parents, families and friends to continue to acknowledge and create memories, honouring a baby who has died.

An understanding and empathetic society that is empowered to support the journey of those who have experienced baby loss

Our Impact



Almost 65,000 Memory Boxes gifted to bereaved parents and families since 2005.



Memory Boxes available in all hospital units across Scotland.



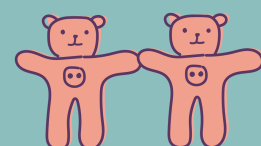
Financial statements are available to view [here](#).



Deliver accessible Bereavement Rooms where needed in Maternity Units across Scotland.



Maintain peaceful Tree of Tranquillity Sculptures across Scotland.



Simba's Board of Trustees

The role of the Board is to provide effective governance for Simba and to ensure it moves towards achieving its vision, mission and aims.

Our Trustees offer their time, experience and networks for the benefit of the Charity. Our Board works closely with the CEO and the staff team based in the Simba office in Dalkeith. Full profiles of current Board members can be found [here](#).



Bryan Griffin



Theresa Fyffe



Emma Jenkins



Doug MacDonald



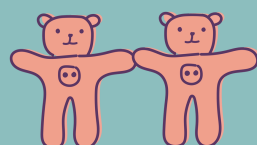
Robbie Wilson



Heather Lawrence



Stephanie Errington

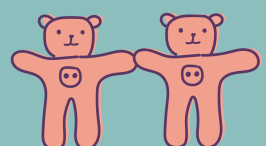


Trustee Recruitment

We aim to strengthen the diversity and expertise of our Board as the charity enters a new phase of growth and strategic ambition.

We are seeking to recruit Trustees from all backgrounds to further enhance the current Simba Board. We have identified a range of skills and experience that we feel would complement the existing Board composition. We are particularly interested in applications from people with experience and skills in the following areas:

- Previous experience of acting as a trustee
- PR/Marketing/Digital
- Charity finance
- Legal and Data Protection
- Fundraising
- NHS
- Social Care
- HR



Trustee Role Profile and Expectations

Our Trustees will uphold and represent our vision in a personal and professional capacity and will come from a range of backgrounds and relevant experience.

Term of office is 3 years with the option to serve for a further 3 years, therefore trustees are able to serve for a maximum of 6 years.

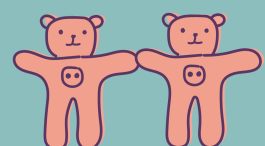
All Trustees must have or be prepared to gain an understanding of the legal duties, responsibilities and liabilities inherent in the role and be eligible to act as a Company Director and Charity Trustee (see below for exclusions).

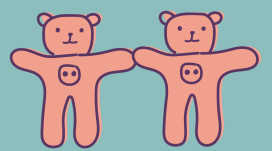
In terms of time commitment, a Trustee would be expected to undertake the following:

- Quarterly board meetings per annum (held in Dalkeith and online)
- 1 x Board full-day strategy session
- 1 x annual review meeting with Chair / CEO
- Participate in one or more short-term working groups when required
- Represent, attend and support various Simba events throughout the year e.g. memory making events, Wave of Light event, receptions, launch of fundraising projects etc.
- Be available to respond within a reasonable timeframe to ad-hoc requests for input by email, opinion and support as and when required

We suggest the average time commitment is 8 days over the calendar year. Every effort is made by the charity to be as flexible as possible to accommodate Trustees when planning meetings and activities.

Whilst the role is unpaid, reasonable expenses are payable in line with our standard expenses policy.





Duties of a Trustee

The Office of the Scottish Charity Regulator (OSCR) has produced 'Guidance for Charity Trustees'. The document sets out in detail the duties and responsibilities of charity Trustees in Scotland. [Guidance for Charity Trustees.](https://www.oscr.org.uk/managing-a-charity/trustee-duties/)

Useful links:

<https://scvo.org.uk/running-your-organisation/governance/roles-responsibilities>

<https://www.oscr.org.uk/managing-a-charity/trustee-duties/>

GDPR

If appointed to the Board, trustees should be aware that we are required to share your personal information in the following ways:

- As a Company Limited by Guarantee, we must register Trustees as directors with Companies House – we do not share your private address
- As required information to support grant and tender submissions
- With banking institutions and insurance companies (specifically in relation to the professional indemnity insurance cover)



Recruitment Process

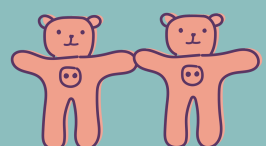
If you would like to be considered for a Trustee role, please provide the following information:

- A CV outlining your employment history and a summary of main duties and responsibilities. If you are retired, please tell us about your last period of employment.
- A maximum 500-word statement based on what you feel you can bring to the charity. You should clearly explain your ability and/or experience in relation to supporting the charity in its aims.
- If you are shortlisted for interview, you will be asked to provide us with the names and contact details of two people who can provide references.
- Applicants are required to declare any unspent criminal convictions. The Charities Act disqualifies people convicted of offences involving dishonesty or deception (unless the conviction is legally regarded as spent), undischarged bankrupts and those disqualified from company directorship from acting as charity Trustees.
- The completed voluntary equal opportunities form (Appendix B)

To apply, please send your note of interest, CV and supporting information to enquiries@simbacharity.org.uk

Please note that Subsection 2 of the Charities and Trustee Investment (Scotland) Act 2005 disqualifies anyone from holding a Trustee position:

- Someone with an unspent conviction for an offence involving dishonesty or an offence under the 2005 Act.
- Someone who is an undischarged bankrupt or has a Protected Trust Deed.
- Someone who has been removed under either Scottish or English Law or the courts from being a charity Trustee.
- Someone who is disqualified from being a company director.





Recruitment Timetable

Successful candidates will initially be invited to join a telephone interview with one or more of our Trustees and current Chair. Formal interviews, and opportunities to visit the Simba office and meet the CEO and staff, will subsequently take place.



Thank you for your interest in joining our Board.





Simba

Honouring baby loss

www.simbacharity.org.uk

