

Trustee recruitment

Candidate information pack September 2026



Welcome from Andrew Glover

Chair of the Board of Trustees

Thank you for your interest in finding out more about Trustee opportunities at Caring Together Charity caringtogether.org

If you would like to find out a bit more about the Board, who they are and what they do, all our Trustee profiles can be found at caringtogether.org/about-us/our-team/trustees

Trustees play an important and valued role at Caring Together Charity, setting the charity's strategy and financial plan and working closely and collaboratively with the senior team to deliver our ambition. In 2026 we launched our new strategy with our vision being 'No carer in crisis, unsupported or struggling alone.' This reflects growing issues that unpaid carers tell us about every day and that we are determined to do something about. caringtogether.org/wp-content/uploads/2026/09/Caring-Together-Charity-Strategy-2026-29-Final.pdf

Trustees have duties and responsibilities under company and charity law and are entrusted with the role of ensuring that resources are managed and deployed effectively.

Our Board of Trustees meets five to six times a year and is supported by a Finance and Audit Committee (FAC), a Quality and Service Delivery (QSD) Committee and Fundraising and Communications Committee who meet quarterly. We also establish steering groups or task and finish groups to support our Senior Leadership Team in key areas of the business or for specific activities. In addition, we usually hold one or two strategy sessions each year. See caringtogether.org/wp-content/uploads/2024/05/How-governance-works-at-Caring-Together-15.05.24.pdf

Having recently taken up the role of Chair of the Trustee Board, I am now looking to recruit and appoint some new Trustees to replace those whose tenure has come to an end and with knowledge and experience that will help us achieve our strategy.

We are specifically looking for new Trustees who could strengthen our board and work with our dedicated and professional staff team who can bring experience of:

- **Charity retail** – we are opening our first charity shop in the autumn of 2026 but have ambitions to open to several more in the coming years.
- **Marketing** – to help us amplify our voice and visibility. We have a good team leading this work but would benefit from having experience on our board.

- **Adult social care** – given the scope of our work, our commissioned services and the challenges/impact of the current Local Authority Reorganisation, we would value an experienced leader joining our board to help us work through the coming years of change.
- **Digital/Artificial Intelligence (AI)** – to support our strategic priority of using digital/AI to become more efficient and to help us identify new opportunities in the coming years.
- **Young carers and services for children and young people** – to support our ambition to grow services in this area.

We recognise the benefits of a diverse range of perspectives and experience to strengthen our performance and leadership of the charity and would welcome applications from individuals who are passionate about improving the health and wellbeing of carers. Whether you are an experienced charity Trustee or looking for your first Board position, we'd love to hear from you. Everything you need to know about what we are looking for and the application process are contained in this pack.

Best wishes,

Andrew Glover
Chair of Trustees



About Caring Together Charity

We are a regional charity serving Cambridgeshire, Peterborough and Norfolk from our head office in St Ives, Cambridgeshire. Our annual income is around £4.5m, we employ 120 full-time and part-time employees and are supported by a growing number of volunteers. We have a strong well established Senior Leadership Team, including Trustees.

The charity supports unpaid carers through a range of services including information, advice and practical support, homecare, counselling and awareness raising.

Most of our income comes from local authorities, NHS and private homecare with a growing fundraising activity generating income from grants and donations. We are looking to diversify our income by opening our first charity shop in King's Lynn in the Autumn of 2026. We hope this will be the first of many.

Parts of our operation are regulated by the Care Quality Commission, and we are rated Good which we strive to maintain and improve upon.

“Being an unpaid carer is really hard.” That's what we're told by those we support. Being an unpaid carer often results in poor physical and mental health, needing to give up work and causes young carers to do less well at school. Currently there are estimated to be 150,000 carers living in our region, 5,000 of those under the age of 18. This number is set to rise to 264,000 by 2030, meaning that three out of five of us will be a carer at some point in our lives.

A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot live independently without their support. Anyone can be a carer - a 15-year-old girl looking after a parent with alcohol dependency; a 40-year-old man caring for his partner who has terminal cancer, or an 80-year-old woman looking after her husband who has dementia.

To find out more please see **caringtogether.org/wp-content/uploads/2026/08/Caring-Together-Charity-annual-report-and-accounts-2025-26-v1.0-29.07.26-LQ.pdf**

About the role of Trustee

The role of the Board of Trustees is to safeguard the assets of Caring Together Charity and apply them to the charitable purposes of the charity. The Trustee Board must always act in the best interests of Caring Together Charity, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility.

The Trustee Board must act as a group and not as individuals living our organisational values co-created by our teams of:

- **We act boldly because we care deeply** – we speak up, we challenge, we act with courage and compassion.
- **Always open, always human** – we listen with empathy, we communicate with respect, we are real, approachable and inclusive.
- **Stronger together** – we collaborate, we lift up each other, we win together.
- **Think big, start small, start now** – we aim high, we take action, we learn, adapt and keep moving forward.

In summary the role of a Trustee is to:

- Ensure that Caring Together Charity complies with its governing document (Articles of Association – caringtogether.org/wp-content/uploads/2026/09/Caring-Together-Charity-Articles-of-Association-09.26.pdf), charity law, company law and any other relevant legislation or regulations.
- Make sure that resources are used appropriately in the meeting of our charitable objectives and monitored.
- Help shape the strategic direction of Caring Together Charity ensuring we are meeting our charitable objectives.
- Make sure that Caring Together Charity has policies in place which comply with current legislation and promote good practice.
- Ensure the effective management of risks.
- Safeguard the good name of Caring Together Charity.
- To be committed to supporting and promoting Caring Together Charity's vision and values.
- Participate in the cycle of meetings and ensure decisions taken at meetings are implemented.
- Be an ambassador for Caring Together Charity and for our work.
- To be an active member of the Board, committing the time and thought needed and to participate in the cycle of meetings.

Time commitment

Trustees are asked to prepare for, attend and contribute to all Board meetings and join sub-Committees, steering groups and ad hoc task and finish groups as required. Meetings are held at our St Ives office.

We estimate that an annual commitment for our Trustees is around 12 days per year. The timing of meetings may mean this comes in peaks and troughs rather than a day and a half each month. Papers for meetings are circulated a week in advance. Board and committee meetings tend to take place during the day.

Remuneration

The position is unpaid. However, all reasonable out of pocket expenses incurred on charity business will be reimbursed in line with our expenses policy.

Term of office

Trustees are appointed for an initial term of three years, with the potential of extension for two further periods of three years.

Location

Although the charity works across Cambridgeshire, Peterborough and Norfolk, Board, Committee meetings and strategy days generally take place in person at our office in St Ives. Joining online via Teams is available if you are unable to attend in person.

Induction and support

Once appointed, Trustees will be given an induction programme which will involve getting to know the organisation and becoming familiar with the role of Trustee if appropriate. You will also be offered regular meetings with the Chair and have the opportunity to buddy with an existing member of the Board. Trustees have an informal annual appraisal through which additional development and support can be agreed.

We are committed to making the role of Trustee a positive and mutually beneficial experience and welcome feedback on how we can continue to improve our governance processes.

Legal requirements in the role of Trustee

All Trustees are individually and legally responsible for the charity they govern. If you would like to find out more about these responsibilities, the Charity Commission have released some helpful guidance: The essential Trustee: what you need to know, what you need to do

[gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3)

How to apply

If you are interested in joining us, please contact Lizzie Hindler – Office and Customer Services Manager at **CEO@caringtogether.org** or call 01480 275339.

Recruitment timeline and process

Once you have expressed interest in becoming a trustee we will ask you to send an up to date CV and supporting statement. The closing date for us to receive these is 19 October 2026. We will then invite shortlisted candidates for an informal meeting with our Chief Executive; Miriam Martin. Final panel interviews will be held on 11 November 2026 at our St Ives office.

Reasonable adjustments

Applicants with disabilities are entitled to reasonable adjustments to enable them to take part in the application or interview process. If you require reasonable adjustments to be made, please contact

CEO@caringtogether.org or call 01480 275339 to discuss your needs.