We are looking for a volunteer with energy, passion and commitment to join our Board of Trustees as our Treasurer. We welcome expressions of interest from people with the skills, knowledge and experience to assist us with the financial governance of our organisation, which works to help babies with congenital heart disease, their families, and the health professionals who care for them.

If that sounds like you, we would be delighted to consider your application.
Thank you for your interest in joining our Board of Trustees

DEAR APPLICANT,

For the last 23 years, Tiny Tickers has been making an increasingly positive impact on the lives of babies with serious heart conditions; their families; and the dedicated health professionals who look after them.

We are delighted with the growth we've achieved in all aspects for the charity's operations over recent times - especially as we have continued to deliver and develop our charitable work during this most difficult period of the Covid pandemic and the cost of living crisis.

However, there is much more to do if we are to achieve our vision - we want every baby with a serious heart condition to have the best chance of survival and the highest possible quality of life.

The Board of Trustees plays a crucial role - focusing on the charity's governance and accountability; on fundraising regulations and our financial health; on overseeing our strategy and ensuring our staff team has the resources and support required to achieve our ambitions.

Our Board is very aware of the importance of good governance and wants to ensure best practice in all the charity does - so that our dedicated staff, volunteers and supporters are able to achieve the maximum impact for babies with congenital heart disease. It is vital that the Board has the right blend of experience, expertise and is reflective of the communities and families we seek to support. Therefore, we are excited by this opportunity to recruit a new Trustee to assume the role of Treasurer, following a retirement.

We recognise the value of having a wide range of experiences and views across our organisation and are committed to the principles of diversity, equality and inclusion. Therefore, we welcome all expressions of interest and are committed to an open and transparent selection process.

We want people who are passionate about our cause and our work, and who can offer their skills, sound advice and constructive challenge to help the Board deliver its responsibilities of scrutiny and support. If that sounds like you, please do apply to join us. I look forward to hearing from you.

PAUL SCHOFIELD,
CHAIR OF TRUSTEES

WHAT WE CAN OFFER YOU

A REWARDING EXPERIENCE
You will be joining a welcoming and friendly board that operates in an open and collaborative way, and whose skills and expertise have successfully guided Tiny Tickers to this point in our development.

We will arrange a full induction programme for you to learn about the charity, and meet our teams prior to your formal appointment to the Board.

Your involvement will serve to improve our Board and help move Tiny Tickers forward - having a meaningful impact on the lives of those affected by congenital heart disease.

You will be making a valued contribution to our work saving and improving lives.

Your will have the opportunity to broaden your understanding of the charity sector; of congenital heart disease; and of serving on a Board.
We want every baby with congenital heart disease in the UK to have equal access to the highest quality detection, diagnosis, treatment and care.

We train and support sonographers and other health professionals working to help patients with CHD.

We influence service standards and are a voice for patients and families.

We fund equipment and support new technologies to improve detection, diagnosis and treatment.

We provide families with information, advice and access to support.
Being a Tiny Tickers Trustee

PURPOSE
The main purpose of Trustees is to provide governance, strategic direction and oversight through the regular review of the workings of the charity, and evaluation of performance.

Trustees must act in the best interests of Tiny Tickers, sharing the responsibility with other board members for making sure the charity is well run. They will be expected to use their knowledge, skills and experience to help the charity make sound decisions.

They make sure the charity complies with its governing documents, and all laws and regulations it is subject to. They oversee the accounts, ensuring the charity is at all times solvent, well-run and of good reputation.

The day-to-day running of the charity is delegated from the Board to our staff team, led by our Chief Executive. In short, the Board and the staff team work together to deliver our mission.

MAIN RESPONSIBILITIES
The statutory duties of Trustees are to:

- Support and provide advice on Tiny Tickers’ purpose, vision, goals and activities.
- Ensure Tiny Tickers complies with our Memorandum and Articles of Association (our governing documents, that set out all the rules for running the charity).
- Ensure the organisation applies its resources in pursuance of its charitable objects for the benefit of the public.
- Ensure the charity defines its goals and evaluates performance against agreed targets.
- Safeguard the good name and values of the organisation.
- Ensure effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensure the financial stability of the organisation, and to ensure the proper investment of the charity’s funds.
- To follow proper and formal arrangements for the appointment, supervision, support, appraisal and renumeration of the Chief Executive.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions.

As a small charity, there will be times when Trustees may need to be actively involved beyond Board meetings. This may involve scrutinising papers; leading discussions; focusing on key issues; providing advice and guidance on new initiatives; presenting externally; or other issues in which the Trustee has special expertise.

PRACTICAL INFORMATION
The initial term of office is three years, after which time Trustees can choose whether to stand for re-appointment to the Board.

This is a voluntary role so it is not renumerated. Any out of pocket expenses will be paid.

The Board of Trustees generally meets four times per year. Three of these meetings are conducted virtually and, if possible, Trustees come together to meet in person once per year - typically in London. Usually, our meetings are held on Wednesday evenings, between 6pm and 7:30pm. Papers are sent prior to the meeting, for Trustees to read ahead of discussions.

Between meetings, discussion on relevant topics takes place via email or, on occasion, by phone.

We have a small number of active sub-committees and members of the Trustee board serve on those committees where appropriate, dependent on the Trustee’s area of expertise and at the request of the Chair.

In addition, Trustees are encouraged and will have the opportunity to take part in fundraising and social activities, and may be asked to represent the charity at events on rare occasions.

LEARN MORE ABOUT TRUSTEESHIP
You can learn more about what the role of a Trustee is at www.reachvolunteering.org.uk/guide/become-trustee, or via the Charity Commission’s Essential Trustee guide.
The person specification

PRIORITY SKILLS
Each Trustee must have:

● A commitment to the organisation.
● A willingness to devote the necessary time and effort.
● Strategic vision.
● Good, independent judgement.
● The ability to think creatively.
● A willingness to speak their mind.
● An understanding (or willingness to learn) and acceptance of the legal duties, responsibilities and liabilities of trusteeship.

● An ability to work effectively as a member of a team.
● The ability to demonstrate Nolan’s seven principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.

PREVIOUS EXPERIENCE
You don’t need to have had experience as a Trustee or being on a Board before - we will offer an induction period and training and development opportunities as required. Much more important to us is your desire to be involved in our charity, and the skillset you possess.

DISQUALIFICATION RULES
Please note that this role is subject to Charity Commission automatic disqualification rules. Selected candidates will be required to complete a declaration to confirm that they are not disqualified. Please visit the Charity Commission website for more information about these rules.

SPECIFICS OF THE TREASURER ROLE

In addition to the other responsibilities of being a member of the Board of Trustees, the Treasurer will provide oversight of, and guidance to, the staff team on financial matters:

● Helping oversee the financial affairs of Tiny Tickers, ensuring its financial viability while complying with relevant financial regulations.

● Assisting our Chief Executive with financial updates to the Board of Trustees.

● Helping the staff team produce the annual report and accounts.

● Ensuring that accounts are filed and the annual return has been submitted.

● Leading on the Board’s duty to ensure proper accounting records are kept and are in line with good governance, legal and regulatory requirements.

● Monitoring Tiny Tickers’ cash flow position.

● Overseeing the charity’s financial risk management process.

Therefore, applicants should have the suitable skills, experience and qualifications to provide the financial oversight required.

Visit www.tinytickers.org for lots more information about our charity and our work

Scan this QR code to go to our website
How to apply to join Tiny Tickers’ Board of Trustees

WHAT WE NEED
In order to be considered, please provide:

● A supporting letter no longer than two sides of A4, explaining how you believe your skills and experience match the requirements of the role, and why you would like to become a Tiny Tickers’ Trustee;

● A comprehensive, up-to-date CV;

● The details of two referees, who will not be contacted without your prior knowledge or consent.

Please send your application to our Chief Executive, Jon Arnold, via jon@tinytickers.org.

CLOSING DATE & SHORTLISTING
The closing date for applications is 5pm on Friday, March 10th, 2023. Shortlisting will take place as we receive applications, with invitations for interviews sent out at the latest by Friday, March 17th.

SELECTION PROCESS
Interviews will be held virtually and will form two parts:

● An informal preliminary discussion with our Chief Executive;

● Final discussion with a Trustee panel.

ADDITIONAL DETAILS
Tiny Tickers is committed to equality and diversity and is an inclusive charity. Candidates who require any support in making their application should advise us and we will look to reasonably adjust the process accordingly.

The selection process is an opportunity for the organisation to get to know the candidates but, equally, is an opportunity for candidates to learn more about the charity and ensure that we are a good fit for you.

It will be a friendly and constructive selection process, and we look forward to meeting shortlisted candidates in due course.

YOUR DATA AND PRIVACY
As part of our recruitment process, Tiny Tickers collects and possesses personal data relating to applicants to help us make informed and fair selection decisions. Tiny Tickers is committed to being transparent about how we collect, store and use that data, and to meeting our data protection obligations. The information provided during recruitment processes will be securely stored on our systems and will only be accessed by authorised personnel involved in the recruitment process. For any unsuccessful candidates, Tiny Tickers will keep information collected during a recruitment process for six months once the process has ended. If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file. Further information about our privacy policy is available at: www.tinytickers.org/privacy-policy.