

Volunteer Role: Trustee and Treasurer (unpaid)

Location: Central London (London Bridge)

The Haemophilia Society is seeking a new Treasurer to join the Board of Trustees. The current Treasurer is due to reach the end of his term of office at the Charity AGM in November 2019 and we are seeking an energised candidate who would take on the role, with the ability to shadow the current Treasurer for several months beforehand to ensure a smooth handover.

About the Charity

We are the only UK-wide charity for all those affected by a genetic bleeding disorder; a community of individuals and families, healthcare professionals and supporters.

For more than 65 years we have campaigned for better treatment, been a source of information and advice, and supported people living with long-term conditions.

We want to ensure that everyone affected by a bleeding disorder:

- Lives the best life that they can
- Never feels alone or isolated
- Feels empowered and confident

We do this by:

- Raising awareness about bleeding disorders
- Providing support at all life stages
- Influencing and advocating on policy and access to treatment

More than 30,000 men, women and children in the UK have a diagnosed bleeding disorder, and the number rises every year. Membership of The Haemophilia Society is free and open to all.

Our peer support through local groups around the UK and online community, offers friendship and a listening ear when needed, as well as enabling people to share their views and experiences. By bringing people together for information and support at events tailored to all life stages, we amplify their voices to reduce isolation and influence government, welfare and health care policy.

Our community are at the heart of everything we do – we work collaboratively with members and health professionals to ensure we make decisions influenced by their valued input and direction.

As bleeding disorders are rare, many people will never encounter The Haemophilia Society; we are largely invisible beyond the communities we serve. We have to work doubly hard to raise both awareness and understanding of bleeding disorders and vital funds needed to give those affected the services they deserve and need to live the best life they can.

About the Role

Registered charity no. 288260. Charity Registered in Scotland No SC039732.

A company registered in England and limited by Guarantee. Registered Company No. 1763614

The Role includes:

- Liaison with the Chief Executive Officer, Head of Finance and Head of Fundraising to understand the financial position of the Charity
- Review of monthly management accounts and other financial matters
- Chairing the Resources Sub-Committee of the Board of Trustees which discusses matters of finance, personnel and broader Charity resourcing. Meetings of the Sub-Committee are held on the same day as the main Board Meetings
- Regular discussion with the Resources Sub-Committee of the Board of Trustees to make informed decisions and keep the Board up to date on finance and other resourcing matters
- Attendance of 6 Board Meetings per year, including providing contribution to those meetings as a broader Trustee, briefing the wider Board on matters arising from the Resources Sub-Committee
- Strategic oversight of the annual budget and audit processes, providing input to the Senior Management Team, meeting with the Auditors as required before Audit sign off.
- Ongoing contribution to the wider discussion and decision making of the Board of Trustees on general strategic and governance matters.

Person Specification

We are seeking an individual who has the following skills and experience:

- Good working knowledge of finance, preferably from a treasury, accounting or other financial background
- Energetic and curious nature, with a desire to tackle new challenges
- Detail focussed with a critical, but open minded
- Experience of working as part of a group with a broad range of backgrounds and skill sets
- Ability to work flexibly alongside existing employment
- The ability to commit for an initial 3-year term of office as a trustee and treasurer (with potential for extension to 6 years)
- It would be helpful to have some experience of charity finance regulation.

How to Apply

If you would like to discuss the role with the Chief Executive Liz Carroll, or the current Treasurer Simon Mower please contact us via the office on info@haemophilia.org.uk or 0207 039 0780 and we will arrange a time to speak.

To apply, please send an expression of interest letter explaining why you are interested in this role and any relevant expertise or experience to the above email address or The Haemophilia Society, 140-148 Borough High Street, London SE1 1LB. Please apply by noon on Monday 25 March.

We are an equal opportunities organisation and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. This role is subject to a successful Disclosure and Barring check due to the charities work with young people and vulnerable adults. To read more about us, or the role of a trustee visit www.haemophilia.org.uk