Trustee

Recruitment Pack

Key Details



Role: Finance Trustee

How long will the role last? 3 years (but this can be extended for a further 3 years). All trustees undergo an annual evaluation assessing their continued suitability to meet the requirements of the role.

Closing date for applications: 23rd November 2026

In-person interviews at:
Ann Craft Trust Offices,
Law & Social Sciences, University of Nottingham
University Park, Nottingham NG7 2RD

Interview date: 11th December 2026

How to Apply

Visit our Trustee Application page to apply for this role.

If you would like an informal conversation or have any questions, please email stuart.sale@nottingham.ac.uk in the first instance.



University of Nottingham
UK | CHINA | MALAYSIA

The Ann Craft Trust is a registered charity
and a partner of the University of Nottingham.

About the Ann Craft Trust

The Ann Craft Trust is a national charity committed to safeguarding adults from abuse. We work with individuals and organisations to improve their practices, strengthen their awareness of safeguarding, and help them share our commitment to ensuring that everyone can live free from abuse.

Our aim is to stop the abuse of adults. Through training, audits, and consultancy we can embed safeguarding best practice in organisations to create safer cultures and communities.

We contribute to pioneering research projects to develop better standards in safeguarding. Thanks to our teams' excellent reputation we are expanding our services into new sectors that recognise the impact safeguarding adults has on creating a safer culture for all.

We have around 15 employees. We are a team of knowledgeable, skilled professionals who are passionate about the work we do. We also have a strong, experienced trustee and management group to support us, with input on governance and direction.

Our Values



Honest

Our team has integrity which helps us to lead the way in safeguarding adults.



Professional

We work on a level that requires discretion, accountability and understanding. We are not here to judge but to provide support and guidance.



Inclusive

Working collaboratively with organisations, we centre the needs of the individual to promote best practice that aligns with legislation. We apply the same values internally – we aim to work inclusively with each other, in a way that ensures that we all have a voice.



Compassionate

Our kind and friendly team cares about changing things for the better. We are committed to creating safer cultures.

You can find out more about our strategy including our aims, vision and mission. You can also Read our latest annual report and accounts

About the Role

With a new chair, this is an exciting time to join the Ann Craft Trust as a trustee as we continue to develop our governance arrangements and grow our operations at a steady, realistic pace.

We're looking for dedicated people who can help us continue our journey with the support of our CEO, staff group and fellow trustees. You'll share our vision and already be aligned to our values – living them.

You don't need an in-depth knowledge of safeguarding, training or consultancy but you must be able to lead compassionately and with humility. You should be a strategic thinker and be able to maintain high standards of governance through empowering those around you. You will, of course, have high levels of personal integrity.

We're particularly interested in hearing from anyone who has skills and experience in the following areas:

- Finance
- Marketing and communications
- Fundraising
- IT systems

The Ann Craft Trust is committed to fostering an inclusive environment and ensuring that our board reflects the diversity of the communities we serve.

We are particularly keen to hear from individuals who represent the UK's diverse demography including from across all our home nations, from all ethnic groups, people with disabilities, members of the LGBTQ+ community, and those with lived experience of safeguarding issues.

We value diverse perspectives and experiences, and we believe they strengthen our ability to achieve our mission. We encourage all applicants, regardless of background, to apply if they share our passion for safeguarding adults.

You can find more information about a Trustee's responsibilities on the Charity Commission website by reading the following guidance:

Charity trustee: what's involved (CC3a)

The Essential Trustee - Guidance

Charity Trustee: managing charity finances (CC25)

Trustee & Company Director Profile

Role title: Trustee and company director

Location: Board meetings held in Nottingham with an option for remote attendance
Time Commitment: Approximately 1 day per quarter (includes board meetings and preparation). In addition, there may be a need to attend other events, such as the annual conference.
Remuneration: Voluntary (reasonable travel expenses covered)
Terms of Office: Trustees appointed outside of the Annual General Meeting are appointed until the next AGM. Trustees shall be appointed for a term of three years from the date of the AGM at which they were appointed, after which they may be re-elected.

Key Responsibilities:
As a Trustee:

1. **Support our vision, purpose, mission and values:** Uphold and advocate for the charity's vision to stop the abuse of all adults through raising awareness, building understanding, and working together.
2. **Strategy and Leadership:** Contribute to the development and implementation of the charity's long-term strategy, working collaboratively with the other trustees, the senior leadership team and staff, promoting effective use of the charity's resources.
3. **Governance and Compliance:** Ensure that the charity operates in accordance with its governing document, charity law, company law and any other applicable regulations. Safeguard the charity's assets and reputation.
4. **Fundraising and Advocacy:** Support and engage with fundraising, awareness-raising, and advocacy activities, helping to further the charity's reach and impact.
5. **Performance Monitoring:** Regularly review the charity's performance in relation to its strategic objectives, ensuring that funds and resources are well managed and used efficiently.
6. **Risk Management**: Review, oversight and mitigation of risks to charity both financially and reputationally, including serious incidents

Trustee & Company Director Profile

As a Company Director (under Companies Act 2006):

As a trustee, you will also hold legal responsibilities as a company director. Key legal duties under the Companies Act 2006 include:

1. **Duty to Act Within Powers (Section 171):** Ensure you act in accordance with the charity's governing documents (such as its articles of association) and only use your powers for their intended purposes.
2. **Duty to Promote the Success of the Charity (Section 172):** Act in a way that you consider, in good faith, will promote the success of the charity and benefit its beneficiaries while considering the impact on stakeholders (e.g., employees, donors, the community).
3. **Duty of Care, Skill, and Diligence (Section 174):** Exercise reasonable care, skill, and diligence in your role, using your knowledge and experience to contribute to the charity's decision-making.
4. **Duty to Avoid Conflicts of Interest (Section 175):** Avoid any situation where your personal or other professional interests might conflict with the charity's interests and declare any potential conflicts as they arise.
5. **Duty Not to Accept Benefits from Third Parties (Section 176):** Do not accept benefits from third parties that could give rise to a conflict of interest with the charity.
6. **Duty to Declare an Interest in a Proposed Transaction (Section 177):** Declare any direct or indirect interest in any proposed transaction or arrangement with the charity.

Additional Responsibilities:

- **Financial Oversight:** Ensure proper financial control, approving the charity's budgets, monitoring financial health, and ensuring statutory financial and other reporting is completed on time.
- **Risk Management:** Identify and mitigate risks to the charity, ensuring robust internal controls and systems are in place.
- **Human Resources:** Work with the executive team to ensure the charity's staff and volunteers are supported, and that policies related to safeguarding, diversity, and equality are implemented effectively.

Trustee & Company Director Profile

Person Specification:

Essential Skills & Experience:

1. **Commitment to the vision, purpose, mission and values of Ann Craft Trust:** A passionate commitment to the charity's aims and the safeguarding of adults.
2. **Governance Experience:** A sound understanding of governance, legal responsibilities, and compliance in the charity or corporate sectors.
3. **Financial and Legal Acumen:** Understanding of financial oversight and legal responsibilities, with the ability to ensure compliance with charity law and company law.
4. **Strategic Leadership:** Experience in contributing to strategic planning and organizational growth, ideally within the non-profit sector.
5. **Integrity and Independence:** Demonstrate integrity, independent judgment, and a willingness to challenge and contribute constructively to board discussions.

Desirable Skills & Experience:

- **Safeguarding Expertise:** Knowledge or experience in safeguarding practices, particularly in relation to adults.
- **Finance or Legal Expertise:** Professional qualifications or experience in finance, law, accountancy, or risk management.
- **Fundraising and Advocacy:** Experience in fundraising or public advocacy, with an understanding of charity income generation strategies.
- **Experience in Disability or Vulnerable Groups:** A professional or personal understanding of the issues facing people with disabilities or other vulnerable groups.

Trustee & Company Director Profile

Personal Qualities:

- **Collaborative:** A team player with strong interpersonal skills and the ability to work effectively with diverse stakeholders.
- **Resilient:** Able to tackle complex and sensitive issues with confidence, tact, and diplomacy.
- **Open-minded:** Open to different perspectives, with a commitment to the principles of diversity, equality, and inclusion.
- **Values:**
    - **Honest:** have integrity that helps lead the way in safeguarding adults
    - **Professional:** have discretion, accountability and understanding. Provide support and guidance in a way that is not judgemental
    - **Inclusive:** work collaboratively in a way that is inclusive and ensures that everyone has a voice
    - **Compassionate:** be kind and friendly, changing things for the better and creating safer cultures.

Commitment to Diversity, Equity, and Inclusion:

The Ann Craft Trust is committed to fostering an inclusive environment and ensuring that our board reflects the diversity of the communities we serve. We are particularly keen to hear from individuals who represent the UK's diverse demography including from across all our home nations, from all ethnic groups, people with disabilities, members of the LGBTQ+ community, and those with lived experience of safeguarding issues.

We value diverse perspectives and experiences, and we believe they strengthen our ability to achieve our mission. We encourage all applicants, regardless of background, to apply if they share our passion for safeguarding adults.

Application Process:

To apply, please submit your CV and a cover letter outlining your interest in the role and how you meet the person specification to Stuart Sale, CEO: stuart.sale@notingham.ac.uk

Applications will be considered on a rolling basis until further notice.

Trustees FAQs

Where is This Role Located?

We have meetings in Nottingham. If you cannot make it to Nottingham, you can join our meetings online.

How Much Time Do I Need?

You will have to attend a minimum of one meeting every three months. The meeting usually lasts for about 3 hours and you will need some time before the meeting to read the information that is discussed at the meeting. This means, you will need about 5 hours in total.

Every year, in June, you will also need to attend a meeting which lasts longer. This meeting is usually face to face.

You may also have to attend some other meetings.

How Much Does This Role Pay?

This is a voluntary role. We can pay for expenses like train tickets and other forms of travel.

How Long Will This Role Last?

You can initially work in the role for three years but all trustees undergo an annual evaluation assessing their continued desire and suitability to meet the requirements of the role. The role can also be extended by a further three years beyond the initial three year period.

How Can I Apply?

To find out more about this role, including the Trustees Role Profile and the Application Form, visit our Trustee Application Page.

Further Information

For further information or to apply for this the role please contact;

Stuart Sale, CEO, stuart.sale@nottingham.ac.uk

To apply, please send your CV and covering letter, stating which role you are applying for, to the Stuart Sale, stuart.sale@nottingham.ac.uk .

As part of your application, you must complete this short online questionnaire: Online Trustee Questionnaire.

Please note that we will only consider applications where the questionnaire has been completed.

The closing date for all applications is Monday 23 November.

ann craft trust
acting against abuse

Don't forget to sign up to our quarterly bulletin to keep up to date with the latest news and guidance in safeguarding adults.
anncrafttrust.org