



# DEPTHERAPY & DEPTHERAPY EDUCATION TRUSTEE RECRUITMENT PACK

*December 2019*

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Registered Address: 15 Barnes Way, Iver, Bucks, United Kingdom SL09LZ  
Companies House Number: 09756000 . Charity Commission Registered 1166310  
President - Debra Lilley





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## WELCOME FROM THE CHAIR

*"Depththerapy didn't just change my life, it saved my life. It gave my wife her husband back and my children their father back."*

Danny Martin formerly Royal Scots Dragoon Guards

Depththerapy & Depththerapy Education is a unique, small, niche charity that seeks to rehabilitate UK Armed Forces' Veterans, who have suffered life changing mental and/or physical challenges, through specially designed adaptive scuba diving programmes. We also provide 24/7 support to those programme members who require such help.

We are registered with the Charity Commission of England and Wales (1166310) and we are registered with Companies House as a Charitable Company Limited by Guarantee (09756000)

We are regarded as world leaders in adaptive scuba diving teaching.

The charity is totally volunteer lead and run and we are the first volunteer led and run charity to be awarded the National Council of Voluntary Organisation (NCVO) to be awarded their Trusted Charity Mark.

We work those who have suffered life changing injuries such as spinal injuries, amputations, brain injuries etc. Increasingly we are working with programme members who are diagnosed with PTSD. Presently 80% of programme have a diagnosis of PTSD.

Two independent studies, one by Sheffield University's Medical School have shown the

We do not run 'diving holidays' our programmes are developmental and a combination of training and expeditions.

We enshrine the Endeavour Fund's aims of:  
(a) Ambition (b) Adventure (c) Achievement.

Our work is based in the Red Sea where good visibility and warm waters are beneficial to the rehabilitation process

We are extremely proud of the partnerships that our programme has produced with the help and support of a passionate and dedicated team of volunteers. All trustees and our team are Armed Forces' Mental Health First Aid trained.

A key priority for the organisation now is to develop long term sustainability and hopefully bring in new funding from a diverse range of sources.

We are seeking one or more trustees to join our highly effective and experienced Board. The successful application would have media and marketing skills, plus leadership and general management skills.

We seek to develop and grow the organisation whilst at the same time maintaining our front line operations to the exceptional high standards we have set for ourselves.

*Dr Richard Cullen OSt.J Chair of the Board of Trustees and Head of Operations*



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## INTRODUCTION

Depththerapy & Depththerapy Education was created in 2014 and registered as a Charitable Company Limited by Guarantee in 2015 and as a charity in 2016.

*"Would I be here without Depththerapy and R? the simple answer is no, slowly I am putting my life in order, taking small steps in managing my PTSD one day I will be able to let go of R's hand".*

Tom Oates formerly Scots' Guards

Depththerapy was developed from a concept that scuba diving could relieve both physical pain and anxiety while underwater. Prior to our creation disabled divers would be tagged with the label 'disabled' We developed the concept so that programme members could qualify as open water divers with mainstream agencies with no mention of disability and then progress, in some cases, to become dive professionals.

We are internationally recognized and aim to develop our programmes further. Our success has been acknowledged by our nomination for a number of prestigious awards.





## OUR CHARITABLE PURPOSE

The Charity's objects are specifically restricted to the relief of people, especially wounded, current and ex-members of the UK Armed Services, their dependents and, when funds and resources permit, similar persons from the 'Blue Light' services and their dependents, and eventually those from the general population, with life changing physical and/or mental condition or the like, by providing opportunities for rehabilitation, motivation and life enrichment through specially tailored, professionally delivered scuba diving programmes.

## OUR VISION

**'Changing the lives of UK Armed Services' Personnel or Veterans with mental or physical challenges through the medium of scuba diving'**

To achieve this we seek to create an environment:

- Where programme members feel part of the Depththerapy family.
- Where programme members' doubt is replaced by belief
- Where hope replaces despair
- Where programme members emerge from their darkness and back into the light.
- Where fear and seclusion are replaced by strength and community

## OUR MISSION

### Our role and purpose

Depththerapy Education seeks to:

- Rehabilitate UK Armed Services' Personnel and Veterans through the medium of scuba diving
- To match programme members mental and physical challenges with their scuba diving programme by adaptive teaching
- Safely introduce programme members to scuba diving.
- Wherever possible, through adaptive teaching, to qualify programme members to RAID Open Water Qualification and beyond.
- To provide support to programme members pre programme, during their diving experience and post programme.
- By education to show the rehabilitative benefits of scuba diving and seek to remove the stigma of mental and physical challenges.
- To encourage the MoD and veterans' charities to nominate individuals for our programme.

## VALUES

- Our commitment to our Vision and Mission is absolute
- We value the diversity of those with whom we work
- Integrity cannot be compromised
- We care for those with whom we work
- Professionalism and quality are our by words
- We will be courageous in all our undertakings







## OUR STRATEGY

Our present strategy runs until 2021 and it is fair to say we have already hit all the objectives we set for ourselves back in 2016. A copy of our strategy may be found on our website.

We have delayed writing a new strategy as two major funding decisions are due at the end of 2019. One has come to fruition with a grant of £70,000 spread over two years from the Armed Forces' Covenant Fund Trust for a specific environmental project. We are awaiting the announcement of what is potentially major corporate sponsorship. Once the decision is made in relation to the potential corporate package we will publish a new five year strategic plan.

The charity has earned considerable recognition in relation to the environmental work we carry out and our commitment to our programme members 'giving back' has been acknowledged by HRH The Duke of Sussex.

We are already aware that we have been nominated for further awards in 2020.

Our present aim is to run two core programmes a year in the Red Sea and then such expeditions as we can secure funding for.

The Board is clear that we have no desire to grow in terms of programme member throughput and that quality is far more important to us than quantity.

Details of our work is to be found on our website [www.depththerapy.co.uk](http://www.depththerapy.co.uk)





## RECRUITMENT PROCESS

We are keen to broaden the skills and recruit new people to strengthen the existing board and drive Depththerapy forward. Depththerapy is seeking to appoint new trustees to join its trustee board and be formally appointed as soon as practicable after the recruitment process is complete. We will endeavour to follow the recruitment timetable as outlined below:

- Closing date for applications: 31 January 2020
- Shortlisting of candidates for interview: February 2020
- Interviews with the Chair, an additional trustee and a beneficiary
- Formal appointment of new trustees: March 2020
- Subsequent board meeting: March 2020 date tbc

To apply, please send a letter of application along with an up to date CV to [ops@depththerapy.co.uk](mailto:ops@depththerapy.co.uk)





## BACKGROUND

### Salary:

Unpaid – As we are a totally volunteer led and run charity the expectation is that trustees will not claim expenses.

### Time Commitment:

Four Board meetings per year, a one day annual management workshop, subcommittees as appropriate and any tasks between Board meetings that the role might require.

**Location:** The Charity is registered at Divecrew, Brookers Corner, Crowthorne, Berkshire RG45 6ST. Board meetings are held either in Central London or in Berkshire.

**Closing Date for Applications:** 31 January 2020







## Deptherapy and Deptherapy Education Trustees and Associate Directors Roles and Job Descriptions

Dear

Thank you for agreeing to become a trustee of Deptherapy. The following information should help you get an understanding of your role and responsibility as a trustee. In the first instance you should read the Charity Commission Guide 'The Essential Trustee – What You Need to Know.' A copy is attached in the appendix to this guide or can be viewed on line at

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

### About Deptherapy

Deptherapy & Deptherapy Education is registered with the Charity Commission of England and Wales: Charity Number 1166310 and is also registered as a Charitable Company at Companies House: Company Number 09756000. We are a member of the Confederation of Service Charities (Cobseo) and the National Council of



Voluntary Organisations (NCVO).

## Deptherapy's Charitable Objects

The Charity's objects are specifically restricted to the relief of people, especially wounded, current and ex-members of the UK Armed Services, their dependents and, when funds and resources permit, similar persons from the 'Blue Light' services and their dependents, and eventually those from the general population, with life changing physical and/or mental condition or the like, by providing opportunities for rehabilitation, motivation and life enrichment through specially tailored, professionally delivered scuba diving programmes.

## Deptherapy is a charity of volunteers

Deptherapy presently has no paid employees and all our monies, as far as practicable are directed to our charitable objects. We are all volunteers, Trustees, Associate Directors, Ambassadors, dive instructors and dive support staff. This places extra burdens on our Trustees all of whom most take an active part in delivering the charity's 'objects'

## "A unique Charity that feels like a family"

We pride ourselves on creating a family atmosphere amongst those with whom we work with many of experienced events that few can comprehend or understand. For many prior to coming on the programme they will have become reclusive and experience a sense of worthlessness. Some will have one or more limbs, some will suffer from acute anxiety disorders sadly many have suffered life changing physical injuries and mental illness. Our aim is to give them purpose and direction.

Through our work with these young men and women we wish to create within them the ethos of:

**'Daring to believe'**

**We aim to provide them with:**

**A sense of Ambition  
The desire for Adventure and ultimately leading to  
Achievement**

So that they can live full and productive lives as members of our society

## You as a trustee of Deptherapy

As a Trustee the commitment and energy you display will make a direct difference to the charity and those it helps. You don't have to be a hero or famous to change lives for the better; trusteeship allows you to do just that.

Being a trustee can be hard work and, for most, it's unpaid. Our trustees have the ultimate responsibility for running the charity, for its property, finances and the employment of any staff or volunteers. But being a trustee is also immensely rewarding, providing both expected and unexpected opportunities for personal development. While you bring your skills and energy to running Deptherapy, you will also find you are gaining new experience and knowledge. For instance, you will help plan the strategic future of the charity and its work, be involved in developing and managing staff and volunteers and make policy decisions for the charity. You will also ensure it's accountable to its beneficiaries, to the Charity Commission and the public in general.



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But you won't be on your own. You'll be joining a team of trustees and becoming part of the 900,000+ charity trustees in England and Wales. Effective trustee boards need a range of people with a good mix of skills. The best boards are also diverse, with people who have a real understanding of the needs to be met and others with good financial, business and management experience. The rewards of working with, and learning from, people from different backgrounds and skills will be great.

We hope you will enjoy making a difference to the lives of those we work with and to supporting Depththerapy to deliver its charitable objectives. And remember that, as well as regulating charities and protecting their reputation, the Charity Commission is here to help you and your fellow trustees.

As you read the Charity Commission guidance, you'll learn much more about your responsibilities and about the many sources of help and support. Further help and support can found on the NCVO website:

<https://www.ncvo.org.uk/>

### Prior to Appointment

You will be required to sign a declaration that asks whether you have ever been declared bankrupt, been involved in money laundering or terrorist activities or the like. This requirement is absolute. The charity will carry out checks to confirm your declaration is correct.

### DBS Checks

If you are to work as part of the instructional team you will be required to obtain an enhanced certificate from the Disclosure and Barring Service. This is because those we work with are defined as vulnerable adults.

### Your tenure

Trustees, as associate directors, President and vice-president may serve a maximum of three (3) three year terms of office with Depththerapy.

Additionally as part of our Memorandum of Understanding at each AGM two trustees will be offered for deselection or reselection by voting members of the AGM.

### Our Strategy

Attached you will find a copy of our 5 year strategy for the charity and our annual business plan.

### Your queries answered

Once you have had an opportunity to read the Charity Commission guidance, our Strategy and the following information we will arrange for you to meet the Chair/Vice Chair and the Board Secretary talk through the role of trustee with you. This will give you an opportunity to answer any queries that arise from the guidance and to clarify the duties and responsibilities outlined below.

### The Depththerapy Board of Trustees currently comprises of:

<b>Chair</b>	Richard Cullen
<b>Board Secretary &amp; Treasurer</b>	Sarah Waddington

### Trustees

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Companies House Number: 09756000 . Charity Commission Registered 1166310  
President – Debra Lilley

~~IMPOSSIBLE~~



Daimon Haywood (Deputy Chair)  
Martin Weddell  
Tom Oates (representing beneficiaries)

## Duties and Responsibilities

### Trustee Job Description

The duties of a trustee are:

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives, i.e. the organisation must not spend money on activities which are not included in its own objectives, no matter how worthwhile or charitable those activities are.
- To contribute actively to the board of trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets • to safeguard the good name and values of the organization.
- To represent the charity at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a trustee
- To be collectively responsible for the actions of the organisation and other trustees
- To ensure the effective and efficient administration of the organisation
- To abide by the equal opportunities policy
- To ensure the financial stability of the organization
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To make sure the organisation is properly insured against all reasonable liabilities
- To appoint and support any employees/Associate Directors/volunteers and to monitor their performance
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve scrutinizing board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of, the organisation's work in which the trustee has special expertise
- To attend meetings, and to read papers in advance of meetings • to attend sub-committee meetings as appropriate
- To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- To keep informed about the activities of the organisation and wider issues which affect its work.

### Performance Management

As a Depththerapy Trustee your performance will be monitored against the performance indicators set out in our annual business plan.

The chair will be appraised by our President and Trustees by the Chair.



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## Being a Depththerapy Trustee Person Specification

Each trustee must have:

- Integrity
- A commitment to the organisation and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- A willingness to devote the necessary time and effort to their duties as a trustee
- Strategic vision
- Good, independent judgment
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team
- You will have empathy with those who have suffered life changing mental and physical challenges
- You will have a positive attitude to those suffering from mental health issues and have an understanding as such conditions as Post Traumatic Stress Disorder
- You will undertake the Armed Forces' Mental Health First Aid course when allocated a place on the course by the Board

## The board of Trustees will need skills and experience in the following areas:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management • the type of work being done by the organization
- Legal matters
- Fundraising
- Recruitment and personnel management, including a knowledge of employment legislation
- Public relations
- Marketing
- Computers and information technology
- Campaigning
- Education and learning

The Board of Trustees seeks to maintain a membership that has a wide ranging level of experience so that the Board as a whole has the skills and experience to draw upon in its governance and decision making roles. At your first meeting you will be given the contact details of the other trustees in order that you may contact them independently. You will also be able to gain an insight into the specific skills and experience individual members have so that you can seek guidance from individual members if required.

In addition the Board has a number of honorary roles appointed from the Board membership in order to ensure the effective running of the Board and that it is able to meet its obligations and responsibilities.

## The role of Depththerapy's honorary officers

The 'honorary officers' comprise a Chair, Vice-chair, Company Secretary and Treasurer. The roles of Chair and Treasurer are particularly important. The honorary officers are usually elected by the members of the board of trustees. Unless the board has explicitly delegated decision-making powers to the honorary officers, they should act in an advisory capacity and take care to report their activities to the full board to prevent the other trustees



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feeling excluded by, the inner group. The governing document may give the honorary officers specific roles, functions and responsibilities.

### Depththerapy's Chair

The role of the Chair extends well beyond drawing up the agenda and chairing the meetings of the board of trustees. The Chair has to take a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the organisation. S/he must also work closely with our volunteers to support them in achieving the aims of the organisation, and act as the channel of communication between trustees and staff.

The Chair also acts as a figurehead of the organisation and represent it at functions, meetings and in the press and broadcasting media. Other tasks include authorising action to be taken between meetings of the full board, signing cheques and legal documents as agreed within the organisation's policy and procedures manual.

Currently the Chair, as we are a charity comprised totally of volunteers, also heads up the operational side of the organisation

### Job description for Depththerapy's Chair

The current Chair of the Board of Trustees for Depththerapy is **Richard Cullen**.

The role of the Chair is to lead the board of trustees, ensuring that it fulfils its responsibilities for the governance of the organisation.

The Chair's role is also to work in partnership with our Associate Directors and Volunteers, helping her or him achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

### The responsibilities of the Chair will include:

- Providing leadership for the board of trustees in their role of setting the strategy and policy of the organization
- Planning the annual cycle of board meetings and the AGM
- Setting agendas for board meetings
- Chairing board meetings
- Monitoring that decisions taken at meetings are implemented
- Presenting the organisation at functions and meetings, and acting as a spokesperson as appropriate
- Liaising with the Associate Directors/Volunteers, employees to keep an overview of the organisation's affairs and providing support as appropriate
- Leading the process of appraising the performance of Trustees/Associate Directors/Volunteers employees
- Sitting on appointment and disciplinary panels (as detailed in our complaints procedure)
- Heading up the operational side of the charity in terms of service delivery

### Person specification for the Depththerapy Chair

In addition to the qualities needed by all trustees, the Chair should also possess the following:

- Leadership







- Experience of committee work, tact and diplomacy
- Good 'people' skills • impartiality, fairness and the ability to respect confidences
- Knowledge of the type of work undertaken by the organisation and a wider involvement with the voluntary sector and other networks.

### The Vice-Chair

The Vice Chair of the Board of Trustees for Dephterapy is **Daimon Haywood**

The Vice-chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.

The Vice Chair has the same responsibilities as the Chair

### The Board Secretary

The Dephterapy's Board Secretary and Treasurer for Dephterapy is **Sarah Waddington**

The Board Secretary/Treasurer, advised and supported by the Associate Director Finance, takes the lead in overseeing the financial affairs of the organisation, ensuring its financial viability, and seeing that proper financial records and procedures are maintained.

The Board Secretary must be legally qualified.

The Board Secretary/Treasurer and the Associate Director Finance will assist other trustees to perform their financial duties, by interpreting and explaining accounting requirements, ensuring that the board receives reports containing the information trustees need in an 'easy to understand' format, and helping trustees guide any other professional advisers they have appointed.

The Board Secretary will work closely with the Board Chair in ensuring that the charity functions effectively and is compliant in all respects with legislation and best practice.

### Job Description Board Secretary

The overall role of the Board Secretary is to ensure that the charity is legally compliant in all its undertakings.

The additional tasks of the Board Secretary will include:

- Ensuring the charity is legally compliant and that such returns as are required by law are submitted to Companies House and the Charity Commission in a timely manner
- To ensure that the conduct of the Board is lawful
- To ensure the application of due diligence in all undertakings
- To ensure that Board meetings comply with the legislation
- To have oversight of all of the charity's policy and procedures
- To advise the Board of any irregularities in terms of its operation and or service delivery
- To ensure the Board complies with equal opportunity and employment legislation
- To receive all complaints against the charity and to ensure all such complaints are properly investigated in accordance with Dephterapy's complaints procedure.



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- To have oversight of the charity's finances.
- To liaise closely with the charity's accountants

## Treasurer

The Treasurer of the Board of Trustees for Depththerapy is **Sarah Waddington**

## Job description for the Treasurer

The overall role of a Treasurer is to maintain an overview of an organisation's financial affairs, ensuring its financial viability and ensuring that proper financial records and procedures are maintained.

### The tasks of a Treasurer will include:

- Preparing and presenting financial reports to the board on a monthly basis, including projected cash-flow
- Keeping the board aware of its financial responsibilities
- Ensuring that the organisation's accounts are prepared in a suitable format
- Ensuring that the accounts and financial systems are audited as required by law
- Liaising with the auditors/independent examiners.

### The responsibilities of the Treasurer will include:

- Preparing and presenting budgets, accounts and financial statements in collaboration with staff
- Being assured that the financial resources of the organisation meet its present and future needs
- Ensuring that the organisation has an appropriate reserves policy
- The preparation and presentation of financial reports to the board, ensuring that appropriate accounting procedures and controls are in place
- Liaising with any paid staff, volunteers, Ambassadors and programme members about financial matters
- Advising on the financial implications of the organisation's strategic plan
- Ensuring that the organisation has an appropriate investment policy
- Monitoring the organisation's investment activity and ensuring its consistency with the organisation's policies and legal responsibilities
- Ensuring that there is no conflict between any investments held and the aims and objectives of the organisation ensuring that the accounts are prepared in the form prescribed.
- Ensuring that the accounts are audited in the manner prescribed by the regulations, and any recommendations of the auditors implemented
- Keeping the board informed about its financial duties and responsibilities
- Contributing to the fundraising strategy of the organization
- Making a formal presentation of the accounts at the annual general meeting and drawing attention to important points in a coherent and easily understandable way
- Sitting on appraisal, recruitment and disciplinary panels as required. Person specification for a Treasurer

**In addition to the qualities needed by all trustees, the Treasurer should also possess the following:**

- Financial experience and business planning skills



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- Some experience of organisation finance and fundraising
- The skills to analyse proposals and examine their financial consequences
- A preparedness to make unpopular recommendations to the board
- A willingness to be available to give financial advice and answer enquiries from any staff or volunteers on an ad hoc basis.

### Board Members (trustee) representing the Deptherapy's Beneficiaries

One trustee represents Beneficiaries **Tom Oates**

The Charity Commission has expressed its desire to see beneficiaries of a charity's work sitting as Trustees. Deptherapy has embraced this and appointed two Deptherapy Programme members to the Board of Trustees.

**In addition to the legal obligations of a trustee and the requirements of Deptherapy for its trustees, a Beneficiary Trustee is also:**

- Responsible for representing the views of beneficiaries to the Deptherapy Board
- Canvassing the opinions of existing and prospective programme members about any changes to the working of the charity

### Trustees' non-role specific

Deptherapy has a trustee with non-specific role in Martin Weddell.

They bring their expertise from business and the diving industry to the Board and will perform such roles as the Board requires of them.

### Associate Directors

To assist the Board to fulfill its duties the Board has a number of Associate Directors responsible to the Board for the following responsibilities:

- Finance & Accounts – Presently Vicki Haywood
- Programme Membership and Military Liaison - Presently Michael Hawley
- Technology – Presently Simon Mackay
- Communications and Media – Presently Jane Herbert
- Fundraising and Sponsorship – Presently George Bell

### Not decision makers

Associate Directors are not a legal entity within Charity Commission nor Company legislation, they therefore cannot make decisions which should under legislation be made at Board level.

Associate Directors are encouraged to attend board meetings but are not Trustees and therefore have no voting rights at Board Meetings

Associate Directors cannot make decisions on behalf of the charity and must make recommendations to the Board



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### **Associate Director Finance**

Accountable to the Chair, Board Secretary and Treasurer

#### **The role of the Associate Director Finance is to:**

Accountable to the Chair, Board Secretary and Treasurer

#### **The role of the Associate Director Finance is to:**

- Manage payments to suppliers,
- Reimburse expenses for money spent by our members on behalf of Depththerapy,
- Maintain full accounts file
- Basic book-keeping
- Production of monthly reports.
- Attend Board meetings as appropriate

### **Associate Director Programme Membership and Military Liaison**

Accountable to the Chair/Vice Chair

This role should ideally be filled by a former officer or senior NCO from the UK Armed Services and a qualified diver preferably at DM level or above.

#### **The role of the Associate Programme Membership and Military Liaison is to:**

- To recruit UK Armed Service Personnel and Veterans who have suffered life changing mental and or physical challenges (wounded in service)
- To obtain the following information from each potential programme member:
  1. Full name
  2. Date of Birth
  3. Address
  4. Mobile number
  5. Email address
  6. Dates of joining and leaving UK Armed Services
  7. Regiment(s) or equivalent for RAF & RN
  8. Rank
  9. Deployments
  10. Reason for discharge
  11. What is the precise nature of your mental and or physical injuries/illnesses?
  12. If you suffer from mental illness, including PTSD when was this diagnosed?
  13. What medications are you on and what is your daily dosage?
  14. Do you have a copy of your discharge certificate?
  15. Do you have an up to date copy of your medical records?



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- To maintain active contact with those who apply to join the programme in consultation with the Chair.
- To present a list of recommended programme members to the Board in a timely manner prior to each programme for the Board to agree
- To schedule HSE AMED appointments for those shortlisted prior to recommendation to the Board
- Through contacts and other military charities, PRUs etc to encourage potential programme members to apply for places on the programme
- To work closely with Deptherapy's Ambassadors to maximize applications to join the programme
- To attend Deptherapy programmes as required.

### **Associate Director Technology**

Accountable to Chair/Vice Chair

**The role of the Associate Director Technology is to:**

- The role of the Associate Director Technology is to Maintain the Deptherapy Website and social Media platforms
- To liaise with the board and Associate Director Communications and Media with regard to Information release across the social spectrum
- Work with webmasters to ensure the Deptherapy domain and website is updated in line with the board's wishes.
- Set up and administer E mail accounts for the Members of Deptherapy board and associate members
- Advise the board members on new social platforms that may be of interest to the charity
- To attend Deptherapy programmes as required.
- Maintain a repository of stock images for use by Deptherapy and proved access to the repository as required by members of Deptherapy.

This role should ideally be filled by someone with an IT and/or social media background and training, qualified diver preferably at DM level or above and have attended the Deptherapy PRO course.

### **Associate Director Communications and Media**

Accountable to Chair/Vice Chair

- To assist (the Board) in the development of an overall marketing and communications strategy
- To assist with implementation of the agreed strategy in order to build profile and brand awareness, promote services, communicate programmes and other news
- To develop media relations and lead on media communications in a PR and copywriting role
- To develop the charity's social media channels in order to build profile and encourage increased use of digital media
- To support (the Board) in the development of digital media including website, electronic marketing etc.
- To assist with the development of other communication areas as required - internal communications and those pertaining to fundraisers, sponsors and other stakeholders

### **Associate Director Fundraising**



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Accountable to Chair/Vice Chair

- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways.
- A good understanding of fundraising, an ability to monitor progress and hold fundraisers to account and to ask the right questions about fundraising strategy and implementation.
- Strategically assess where fundraising fits into the overall organisation strategy and to work with senior fundraising staff to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets with real insight.
- Carry out risk assessment at every fundraising stage, especially when considering new or ambitious fundraising strategies.
- Network on behalf of the charity to solicit funds on a peer to peer basis.
- Support and encourage the fundraising team in their work and to design and facilitate the organisation's approach to fundraising.
- Be an active champion of the organisation.
- Build relationships and rapport between Board and fundraising staff, especially in smaller charities.
- Encourage an entrepreneurial fundraising culture and assess the cost benefit ratio of each planned type of fundraising.

### **Conflict of Interest Trustees & Associate Directors**

#### **What is a conflict of interest and what issues does it raise?**

A conflict of interest is any situation in which a trustee's personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash.

We recognise that it is inevitable that conflicts of interest occur. The issue is not the integrity of the trustee concerned, but the management of any potential to profit from a person's position as trustee, or for a trustee to be influenced by conflicting loyalties.

Even the appearance of a conflict of interest can damage the charity's reputation, so conflicts need to be managed carefully. To this end the Board has adopted the Charity Commission Guidance on Conflict of Interest. You should fully understand this guidance in order to fulfill your responsibilities as a trustee and determine if you have any existing conflicts of interest that should be declared.

For the full guidance on conflict in interest please read fully:

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees>

Depththerapy has a clear policy on Conflict of Interests that may be found in our Policy And Procedures Manual

#### **Trustees Declaration**

Once you feel you have an understanding of the organization, have declared any conflicts of interest in accordance with guidance and only when you are clear you are happy with the responsibilities that you are agreeing to take on as a Trustee you should sign the following declaration and return to the Board Secretary.



ENDEAVOUR  
FUND



Registered with  
FUNDRAISING  
REGULATOR



Corporate  
Covenant



Cobseo  
The Confederation  
of Service Charities







In order to protect the rights and obligations of the Trustees Deptherapy & Deptherapy Education is registered in England and Wales as a Limited Company Number 09756000

As a Trustee therefore you will also become a Director of the Deptherapy. The obligations and responsibilities of this role are the same as that of a Charity Trustee. A link to Companies House. The Board Secretary through our accountants will ensure your details are recorded both at the Charity Commission and at Companies House

<http://www.companieshouse.gov.uk/forms/generalForms/288A.pdf>



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Covenant



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