

Trustee information pack

July 2025



Welcome from the Chair

Dear applicant,

We support the wellbeing and development of young people up to the age of 25 of serving and veteran Naval personnel.

Like all national charities that provide benevolent support we are facing challenging times and the need for strong and supportive governance has never been so important.

The Naval Children's Charity has undergone significant strategic change and growth over the past few years with a rebrand and refreshed strategy providing the Charity with an exciting future that looks to increase our reach so that we can support more of our children to improve their wellbeing and development.

Working in close partnership with the Chief Executive, Senior Leadership team, staff and wider stakeholder groups we are shaping a confident charity that builds upon its established values and resources.

We are now seeking an additional Trustee to join our Board and bring additional experience and complementary skills to the governance of the Charity. The successful applicant will be able to demonstrate strong accountancy and financial experience.

Thank you for your interest in the Naval Children's Charity and we look forward to receiving your application.



Christopher Tite
Chair of Trustees

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Information pack

Thank you for your interest in becoming a trustee of the Naval Children's Charity and for taking the time to read this information pack.

About us

The Naval Children's Charity has been helping Naval Children since 1825, for 200 years. If you serve or have served in the Naval Service (Royal Navy, Royal Marines, QARNNS, WRNS, Reserves or Royal Fleet Auxiliary) and you have a child/children up to and including the age of 25 we may be able to help you.

Our headquarters is in Portsmouth with outreach caseworkers based in Helensburgh and Plymouth covering the UK and Commonwealth. We have a wonderful Trustee Board who support us in what we do.

Based in Castaway House alongside other Naval charities such as the RNBT we are able to work closely with them to ensure we can deliver support to children quickly and effectively.

Originally orphanages, we now use the money from them as a Fund to cover our operating costs which means that every grant and donation – every £1 raised for us goes directly to one of our children.

We help around 2000 children directly each year and many thousands more through our resources and work with communities and other organisations.

We believe that to be the child of someone who is, or has been, in the Naval Service should be a positive and enhancing experience – something to be borne with pride. For those children where life is more difficult, we are there to help.

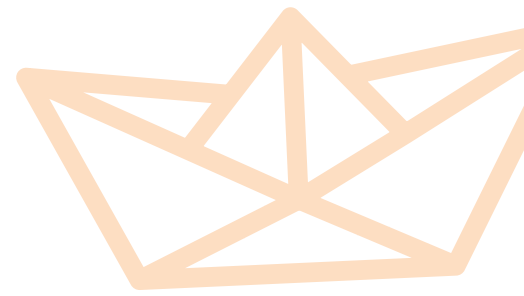
www.navalchildrenscharity.org.uk

About the role

To enable us to strengthen our Board and further our incredible work, we are seeking a new trustee for an initial term of three years with experience as a Chartered Accountant to provide advice and guidance to our Head of Finance and work closely with the Board to maintain financial sustainability in line with our strategic goals.



Being a charity Trustee



The Charity is led by a Board of Trustees who assess and review our strategy and policies and provide oversight of the executive team.

Our trustees act in the best interests of the Charity, in accordance with our Constitution, ensuring that the Objects of the Charity are delivered as effectively and efficiently as possible and that the Charity applies its resources exclusively for the benefit of our Naval children and young people.

Our existing trustees bring a variety of skills and experiences, such as law, safeguarding, finance and investments, medical, and lived experience of the Royal Navy. Your background, skills and experience will further enhance this for the benefit of our families.

The successful candidates will:

- Be aligned to our vision, purpose, key goals and values and be able to demonstrate their commitment to equality, diversity and inclusion;
- Be able to contribute positively to the Charity in a non-executive capacity, operate strategically, be held accountable and hold others to account;
- Be able to build supportive relationships and work as a team. This will involve working collectively with others, supporting collective decision-making, being comfortable in sharing your views and expertise with fellow trustees and the Senior Leadership Team (SLT) whilst still bringing your own ideas, perspectives and experiences to discussions;
- Have the ability to analyse and interpret complex information and evidence, demonstrate impartiality, intellectual flexibility and sound judgment;
- Have the ability to listen, communicate and influence effectively;
- Have the capacity and skill to understand stakeholder priorities;
- Be a collaborative and pragmatic problem-solver and have the ability to adapt and respond to change.



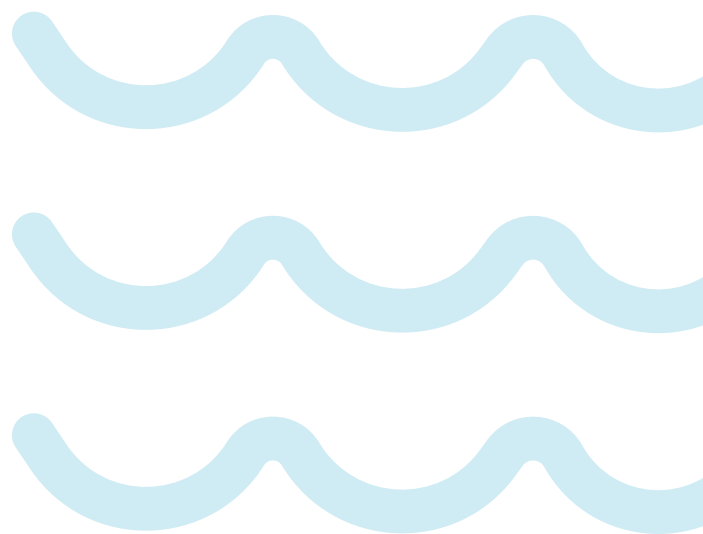
Our trustees are all unpaid volunteers but can claim reasonable out-of-pocket expenses. The typical time commitment will include attendance at and preparation for:

- A minimum of three scheduled Board meetings per year (held primarily at our offices, Castaway House, Portsmouth and occasionally in London). Meetings are usually held in March, late June/ early July, and October and normally last for around 3 hours;
- A annual board away day / strategy held at an external location;
- A minimum of one and up to three Finance and Governance Board committee meetings; and
- Relevant training or other development as determined throughout the year. We will provide the successful candidate with a bespoke induction and training programme, commensurate with the experience of the individual selected.



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How to apply

Any candidates will be met and interviewed as and when they apply and the post will close once a suitable candidate has been found.

We welcome applications from anyone who meets the essential criteria for the role irrespective of their background, community, industry or protected characteristics. If you require any reasonable adjustments as part of your application process or if you were to be invited to interview, please let us know.

To apply please send the following to our Head of Finance, Jo McEvoy, via [email](#).

- A covering letter (no more than two pages of A4, size 11 type) which should address your vision for the role and your relevant experience regarding the responsibilities we have outlined and your motivation for applying.

Finance	
Essential	Chartered Accountant Understanding of charity finance regulations, best practice, and reporting requirements
Desirable	Working with or advising charities in a leadership or governance role
	An appreciation of the Royal Navy &/or the military charity sector
	Understanding of the role of a charity trustee or previous experience of being one
	Up to date CV
	The contact details of two recent and contactable referees who will be willing and able to provide you with a written reference

Candidates shortlisted for interview will be notified by email and phone to confirm. Interviews will be held at Castaway House. We regret that individual feedback is only available to candidates who attend interview but are not appointed.

We will undertake due diligence checks and seek references prior to appointment. Please ensure your referees are aware they will be contacted and are available and prepared to provide a written reference.