



Trustee Recruitment Pack 2025





Welcome to Marmalade Trust

Marmalade Trust is an award-winning loneliness charity for all ages, dedicated to raising awareness of loneliness and supporting people to find new social connections.

Since 2013, we have directly helped thousands of people and have reached millions more. Our mission is simple: **to create a society where we recognise that loneliness exists and support each other to make new connections.**



Amy Perrin OBE
Founder and CEO

[Click here to learn more about our current team](#)





Our projects

We deliver a range of key projects, which we are continuing to expand.



We run the internationally regarded Loneliness Awareness Week, reaching millions of people annually with the campaign messages



Marmalade Connections, our volunteer telephone service, uses a social prescribing model to help lonely individuals develop new friendships and connections



Our Christmas Cheer project brings joy and companionship to hundreds of people across Bristol and the surrounding areas during the festive period through hamper deliveries and shared Christmas meals



Our corporate training webinars initiate conversations about loneliness and connection in employment spaces



Could you join us as a Trustee?



Could you use your skills and experience to make a real difference to people?

As the charity continues to grow, we are looking to reinforce our Board of Trustees with people who genuinely care about loneliness and its impact.

We're seeking passionate, strategic, and committed Trustees to join our Board and help shape our future. As a Trustee, you'll play a vital role in the governance of the charity – ensuring Marmalade Trust remains impactful, sustainable, and true to its mission.



What we offer

As a Trustee you will need to be able to dedicate your time to attending 6-10 meetings a year, some virtual and some in person (Bristol), and provide support on specific issues. In return we can offer you:

The chance to work with a group of passionate and supportive individuals all striving towards the same goals

An opportunity to shape the local and national strategy for Marmalade Trust – you can have a direct impact on loneliness in the UK

A real mix of skills, attitudes and backgrounds on our Board – there is something to learn from everyone





Who we're looking for

We are hoping to hear from individuals with experience in a variety of areas; we would particularly welcome those with skills in campaigning, communications, finance and financial reporting, and governance/legal support for charities. If you are Bristol based that is an added bonus.

We are always keen to expand our skills and knowledge and pride ourselves in being an inclusive Board, so, regardless of the areas above we would love to hear from you if you're passionate about being a trustee and want to work with Marmalade Trust.

If this sounds like you, or if you have personal experiences of loneliness and would like to talk to us about making an impact, please get in touch.

We will be holding this round of recruitment open until 12th September 2025.



Role description - summary

Marmalade Trust Board Member

As a Trustee you will offer support and challenge to the CEO, provide oversight of trust activity and ensure that the Charity is meeting its charitable objectives.

As well as attending six formal Board meetings a year you may be required to join one or more project groups, depending on your individual areas of expertise. Meetings are generally held on weekday evenings in Bristol with the expectation being that you will attend the majority in person. This work provides the essential framework for the successful operations of the Charity.

The time commitment is 6 meetings per year of around 2 hours each, with sufficient preparation time to read the meeting papers. In addition, we hold 1 strategic away day per year (typically in Bristol in February) lasting a full day on a Saturday or Sunday. There may be additional commitments relating to specific project work and an expectation to participate in some of our projects and engage with service users and volunteers - we would expect the annual commitment to be around 6 - 10 days.

Successful applicants will become a Trustee of a Charitable organisation, registered with the charity commission and (as we are incorporated) become Director with Companies House.



Role description - detailed

Marmalade Trust Board Member

Collective governance and compliance responsibilities

As a member of the Board of Trustees, a Board Member of Marmalade Trust is responsible for:

- Ensuring the Organisation pursues its objects as defined in its governing document
- Understanding and consistently undertaking your specific responsibilities as a Trustee, as described in the governing document
- Maintaining the decision-making processes and accountability associated with Board membership
- Ensuring the Organisation uses its resources exclusively in pursuance of its objects



Role description - detailed

Marmalade Trust Board Member

Full participation in Board activity to ensure:

- That the Organisation meets its legal obligations at all times
- That the Organisation's financial obligations are met at all times and that all financial dealings are accounted for adequately
- That the strategic direction of the Organisation is set and monitored regularly
- That operational practice and performance is developed and monitored against targets, with individual performance reaching and being maintained at an excellent standard
- Regular review of Policy and Procedure, to meet legislative changes and take into account the requirements of other appropriate bodies, such as the Local Authority commissioning teams
- All contracts in place are managed correctly to maximise performance and development opportunities, and that the Organisation delivers services based on its contractual obligations
- Employment practices are legal and that the Organisation issues and abides by contracts of employment



Role description - detailed

Marmalade Trust Board Member

Full participation in Board activity to ensure (continued):

- That the Organisation regularly reviews the effectiveness of its policies on equal opportunities and anti- discriminatory practice
- All required insurances are in place and paid for as necessary
- That all premises (as appropriate) are legally managed, safe and secure for use by staff, service users and visitors
- That the good name and values of the Organisation are safeguarded

In the course of participating in the scrutiny and leadership of the Organisation's operations, it is expected that you will openly raise concerns or queries to prevent impropriety and promote best practice, actively contributing to debate and discussion.

It is expected that all Board members will be committed to the purpose, objectives, values and ethos of the Organisation.



Role description - detailed

Marmalade Trust Board Member

Personal responsibilities:

- To have a clear understanding of the importance and purpose of meetings you will be required to attend, and be committed to preparing for them adequately
- To attend Board meetings regularly – with a minimum attendance of 80% p/a expected; all absences are to be notified to the Chair at the earliest opportunity (an annual report on attendance will be provided to the Board on request)
- To understand and agree that if any Board Member absents themselves from four consecutive meetings of the Board without approved leave of absence, they may be immediately removed from the Board by a majority vote of the remaining members
- To understand and agree that if a Board member sends apologies but provides comments on reports, the comments will be fed into the meeting by the Chair; however, if a Board member is absent and does not provide comments, they will be deemed to have agreed with the majority decision
- To attend at least one event each year that involves service users
- Where appropriate, use your own specific skills, knowledge or experience to assist the Board to make sound business decisions, including leading on discussions, presenting papers or providing guidance on new initiatives



Role description - detailed

Marmalade Trust Board Member

Personal responsibilities:

- To analyse information and, when necessary, challenge constructively
- To work collaboratively and provide support to peers, staff and service users as required
- To act reasonably and responsibly when undertaking your duties
- To declare any conflict of interest prior to your involvement in any related decision-making process
- Willingness to maintain confidentiality in relation to sensitive and confidential information
- Willingness to attend relevant training sessions, Annual and/or Extraordinary General Meetings and any Board development or visioning days
- To volunteer for a proportion of tasks, ensuring that the workload of the Board is spread evenly and fairly across its membership – for example, liaison with staff or service user groups, participation in committees or working groups and the work arising from them, or attendance at disciplinary or grievance hearings
- To represent the Organisation externally in a positive and professional manner, always acting in the Organisation's best interests and participating in partnership and promotional events when they arise



Role description - detailed

Marmalade Trust Board Member

Personal responsibilities:

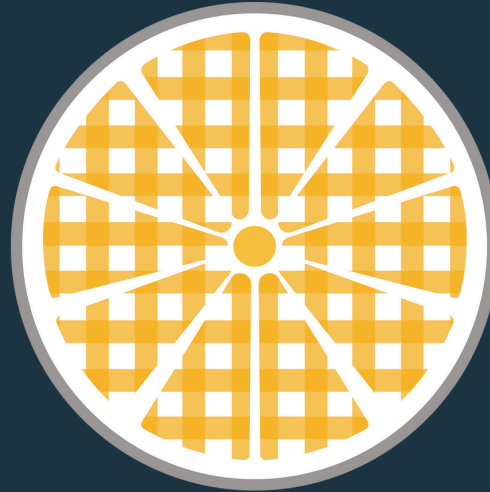
- Willingness to interview, induct and buddy new Board members as required
- Provide responses to requests for information as requested and within the specified timeframe, e.g. completion of Board reports
- Challenge and give constructive feedback on the performance of the Board and its members, where improvement may be required.



How to apply

If you are interested in this role, please send your CV and a covering letter stating your reasons for application to chair@marmaladetrust.org.

**Thank you for your interest in a Trustee role at
Marmalade Trust.**



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