



Treasurer Recruitment
Candidate Information Pack
September 2025

Welcome from our CEO

Thank you for your interest in this Trustee and Treasurer role at Involve Kent.

This is a pivotal time for Involve Kent. As we celebrate our 50th year, we remain deeply committed to challenging inequality, connecting people, and promoting choice, values that have guided our work across communities for decades. As Treasurer, your expertise and oversight will play a vital role in ensuring we continue to deliver impact sustainably and transparently.

We know that the voluntary sector is operating in a complex and changing environment, with increasing demand, financial pressures, and growing expectations around evidence and accountability. In this role, your insight and challenge will help us navigate this landscape with confidence, ensuring our resources are used wisely and our strategy remains ambitious and grounded.

We are a passionate and talented team of both staff and trustees, who are united by a belief in the power of community-led change.

Thank you for taking the time to review this information pack. We look forward to hearing from you soon.

Gary Wells

Chief Executive Officer

Involve Kent



“I am constantly telling people about Involve and the difference they have made to my life, and the changes it makes to the people who come along to the groups every week.”



About us

Who we are

Involve Kent was originally founded in 1975 as Maidstone Volunteer Bureau, with the purpose of recruiting and connecting volunteers and responding to local needs in the community. Fifty years on, Involve Kent is pioneering innovative approaches to working alongside children, adults and the community. We are ambitious about the impact we can have, aiming to transform perceptions around health and mental health, whilst promoting the importance and impact of social interventions and prevention.

What we do

Involve Kent is dedicated to building a society where everyone has the opportunity to thrive. We support the connectivity and independence of individuals and communities while challenging inequalities.

Our impact

- **26,566** people supported in the period **April 2023 - March 2024**
- **23.5%** of people identified as an **unpaid carer** for a family member or friend
- **68.2%** of people **reported having a disability** or long-term health condition
- **48.5%** of people required **Financial Inclusion Support** from Involve Kent Navigators
- **23.3% decrease in anxiety reported following support from Involve Kent**
- **23.2% increase in wellbeing reported after support from Involve Kent**



Our vision, mission & values

Vision

Healthy, connected people and communities

Mission

- Promoting Choice
- Connecting People
- Challenging Inequalities

Values

- People first
- Valuing difference
- Excellence with integrity
- Innovation and learning
- Proactive approach



Our objectives

Community

Collaborating with communities to widen participation, as well as connecting and supporting local people and groups to build new communities

Health & Wellbeing

Improving health outcomes, empowering communities to live well and tackling the social cause of ill health; including loneliness, economic hardship, lack of opportunity, inequality and frailty

Activity

Encouraging, facilitating and supporting people to connect through enjoyable activity and exercise

Independence

Supporting people to live their lives independently, promoting choice and control

Resilience

Promoting self-agency and increasing resilience through skills and confidence building

Inclusion

Services where everyone is supported and respected equally.
Challenging systemic inequalities

Our commitment to diversity

We are absolutely committed to equality, diversity and inclusion; it is part of our charitable mission and one of our core values. We are proactively seeking people from a range of backgrounds to bring a diversity of voices and challenge. We are particularly keen to hear from people with lived experience of some of the issues we are tackling, including long-term health conditions, disability, poverty, childhood adversity, and a demanding caring role. We value this lived experience as highly as learned experience/education.



An exciting time to join us

We are an innovative, creative, and ambitious charity, providing services to the NHS, local authorities and communities. We have grown significantly over recent years, now employing 120 staff and supporting over 30,000 people through a wide range of programmes and services, all aimed at enhancing health and wellbeing within communities. We piloted 'social prescribing' in Kent on behalf of the Department of Health, which is now a mainstream part of the NHS. We are transforming social care by working collaboratively with Kent County Council and local community groups to provide new opportunities for older people. Our programmes with young people and families address health inequalities and ensure that young people get the best start in life.

Recruiting for a Treasurer

The Board is responsible for our strategic direction and governance, ensuring we achieve our charitable objects and are well run. It is a demanding but highly rewarding volunteer role, one in which you will make a difference to the lives of thousands of people and work alongside other exceptional people to ensure the charity remains the best in its field. We are currently looking for an experienced finance professional to join our Board as Treasurer and also head up the finance subcommittee. The Treasurer/Finance Trustee plays a key role in overseeing the charity's financial health and ensuring the Board can make informed, responsible decisions.

The role can fit around existing commitments, both professional and personal, and the majority of our trustees are professionals from a range of sectors. Previous trustee experience isn't required, and you will be supported into the role through an onboarding and induction process.

Applications are invited from individuals with the highest levels of integrity and a drive for excellence, who are able to think strategically, to challenge and scrutinise, read, understand and interpret complex information, and to work collaboratively and inclusively. Ultimately, trustees make decisions on critical issues including finances, staffing, service priority, policies, new projects and contracts, managing serious issues and the future of the organisation, so you will need the confidence to make judgments and articulate your view.

Being a trustee – what's involved

A helpful summary of trustee roles and responsibilities can be found in the Charity Commission guidance for new Trustees: [The Essential Trustee: what you need to know, what you need to do \(CC3\)](#).

What you'll gain from this role

Becoming a trustee is an interesting and compelling way to engage with the charity sector. It is a role that will give back as much as you put in, and often more. One of the primary takeaways from the [Charity Commission's 2025 research into trusteeship](#) is the extent to which trustees benefit from their experience. Although trusteeship is a significant voluntary undertaking, the majority would recommend it to others. Many trustees reported experiencing multiple and profound benefits, from feeling they are positively impacting the world to feeling more connected to a community or movement, highlighting the rewards of responsibility. Overall, just 1% of the trustee population surveyed would not recommend the role to others.

Strategic experience

Strategic experience can be hard to come by. It can often take decades to find yourself in a role which requires strategic oversight. A charity Board role is a fantastic way of getting a head start on this, allowing you to develop and hone your critical thinking, problem-solving and analytical skills. The strategic experience which can be gained through a trustee role can have an immediate and powerful impact on your career, opening doors to new responsibilities and more senior job prospects.

Equally, for those who have already had some strategic responsibilities, a Board role provides an opportunity to use those skills in a significantly different context.

Continued personal development

Through a trustee role, you can gain a clearer idea of your professional strengths and weaknesses whilst simultaneously learning new skills. Understanding how to adapt your professional knowledge to useful and impactful ends is a good reminder of your versatility, giving you confidence in your existing abilities while challenging you push the boundaries of your expertise.

Teamworking

As a trustee at Involve Kent, you are part of a team and will have the opportunity to apply your unique skills and experience while also learning from others. Working in a team with a passionate team of individuals who bring diverse perspectives is often one of the most enjoyable aspects of the role. The ability to collaborate effectively with others and to challenge constructively the ideas of fellow trustees as well as those of the leadership team is essential to ensuring the Board's strategic decisions are fully informed, reasonable and effective.



Trustee role description

Location	Maidstone/Hybrid
Time Commitment	<p>The role requires regular attendance at Board meetings (6 times per year, held at Maidstone Head Office with alternate meetings being virtual) and attending monthly committee/working group meetings, and input via in person and virtually as required. The overall time commitment is approx 1-2 days per month.</p> <p>Trustees undertake an initial 3-year term and can be re-appointed for up to two additional terms of 3 years.</p>
Salary	This is a voluntary role. Reasonable expenses can be claimed.

Overall objective

To demonstrate a strong commitment to Involve Kent's values and, together with fellow trustees, take collective responsibility for setting the charity's strategic aims and objectives. Working in close partnership with the Chief Executive, the role supports the fulfilment of Involve Kent's mission, the well-being and development of the organisation, and the maintenance of high standards of governance, in full compliance with the Companies Act, the Charities Act, and all other relevant legislation.

General responsibilities for all trustees

- To ensure that the organisation complies with and pursues its objects in accordance with its governing document (i.e. its trust deed, constitution or memorandum and articles of association), charity law, company law and any other relevant legislation or regulations. This includes developing and reviewing policies and procedures regularly.
- To ensure the organisation applies its resources exclusively in pursuance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are.
- To contribute actively to the Board role in giving strategic direction to the organisation, steering overall policy, defining goals and setting targets and evaluating performance against agreed targets.

- To safeguard the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the charity to ensure the proper investment of the charity's funds.
- Where required to appoint the Chief Executive Officer and monitor her/his performance.
- In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board reach sound decisions. This may involve scrutinising Board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives or on other issues in which the trustee has special expertise.

Specific responsibilities – Treasurer

The Treasurer's role is to provide financial leadership and oversight for the charity. This includes reviewing, approving, and presenting budgets, accounts, and financial statements, as well as preparing and delivering clear financial reports to the Board. The Treasurer also ensures that effective accounting procedures and controls are in place, and works closely with the Chief Executive, fellow trustees, and the senior team to support sound financial management and decision-making.

A key priority for our new Treasurer will be to help us use our strong balance sheet to drive strategic growth and sustainability, while maintaining compliance and financial discipline.

- Understand the accounting procedures and key internal controls to be able to assure the Board that the charity's financial integrity is sound.
- Explain, guide and advise the Board on the key assumptions and financial implications of the Involve Kent's budgets, operational and strategic plans and keep the Board informed about its financial duties and responsibilities.
- Ensure that the organisation has an appropriate reserves policy and a realistic budget that meets the services' needs.
- Support the CEO and Finance Manager and provide advice on the preparation of budgets, accounts and financial statements for review and approval by the Board.
- Ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) and submitted by the deadline to the Charity Commission

and/or Registrar of Companies, and make arrangements for them to be audited or independently examined as required.

Who we're looking for/Person Specification

- A recognised financial qualification or equivalent knowledge gained by experience
- The ability to take a strategic approach to financial planning and oversight, and to help non-financial colleagues understand these
- Previous experience with charity finances is preferred
- The ability to balance strategic planning with reactive decision making
- Experience of investment management or overseeing an investment portfolio would be highly beneficial
- Enjoys and excels in working within a growing, fast-moving organisation, adapting effectively to change and new opportunities
- Highly developed communication and interpersonal skills, with a genuine enjoyment of working inclusively and collaboratively with people from diverse backgrounds
- Analytical ability, good independent judgement and a willingness to raise issues constructively and in the best interests of the charity
- A demonstrable interest in and commitment to serving the community
- A willingness to devote the necessary time and effort, to attend Board and subgroup meetings regularly and other meetings as appropriate, to read the paperwork and to be available for discussion by email/phone/video conference

Ready to apply?

[Eastside People](#) is supporting Involve Kent in the recruitment of these roles. [Please click here](#) to apply by submitting your CV and a cover letter, **both in Word doc format**.

Please use the cover letter (max 2 pages) as an opportunity to add to the information you have shared in your CV and ensure that you cover the following:

- Why are you interested in the Treasurer role at Involve Kent?
- Having read the information pack, what relevant experience and skills do you feel you would bring to this role? This might come from paid work, study, community or voluntary work or other experience.

You are welcome to send your cover letter in writing, or as a video or audio clip, alongside your CV. Any video or audio submissions should be emailed to johns@eastsidepeople.org.

If you would like a call to discuss the role or any of the content of this pack in more detail, please email John Sanger to arrange a convenient time at johns@eastsidepeople.org. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you have a disability or require reasonable adjustments during the application or interview process, please contact us so we can support you appropriately.

The closing date for applications is Friday, 3rd October. Shortlisting interviews will take place shortly after, and shortlisted candidates will have an interview with Involve Kent during the week beginning 20th October.

Finally

We understand AI can be a helpful tool, but please use it with caution and ensure your application is personalised and accurate.

If you know anyone else who may be interested in this role, please feel free to share this information pack with them.



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