

## The organisation

At b:friend, we believe no one should have no one. Loneliness doesn't discriminate – but it can be tackled when people come together. That's what we do every day.

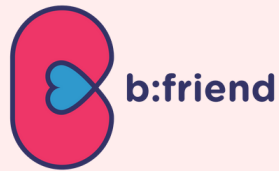
Our model is simple but powerful: we match volunteers with isolated older neighbours who meet for an hour a week for a cuppa and chat, with the aim of creating meaningful and long-term friendships. We also run social clubs where no two weeks look the same. From boxing to barge trips, storytelling to street art, we focus on fun, connection, and helping older people feel valued and part of their community again.

The people we support are often those most at risk of isolation:

- 94% live alone
- The average age is 83
- Many live in social housing or housing association homes

Since launching in Doncaster in 2017, we've grown across South Yorkshire, Derbyshire, and Nottinghamshire, with the help of over 750 amazing volunteers. Each week, more than 1,000 older people take part in a b:friend activity—whether that's a one-to-one cuppa, a social club, or a special outing.

We're now at an exciting point in our journey. With strong foundations in place and multi-year funding secured, we're focused on deepening our impact in the communities we already serve while looking to grow where we're needed most.



That's where you come in. We're looking for new trustees, including a Chair of the Board, who share our belief in the power of friendship and connection. If you want to use your skills and experience to help us reduce loneliness, influence strategy, and make a real difference in people's lives, we'd love to hear from you.

To find out more about our work please visit our website: <https://letsbfriend.org.uk/>



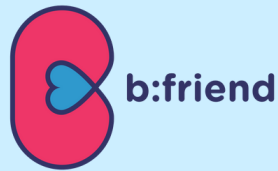
## What we are looking for

We are seeking up to four trustees, including a new Chair of the Board, who will:

- Be passionate about helping the charity maintain its outcomes for our older neighbours, our volunteers and our core staff team
- Be willing and able to give their time, experience, skills and enthusiasm to the cause of tackling loneliness, and to help govern b:friend. This includes specific, regular time commitments, as outlined below – it is vital that trustees have time capacity to give to b:friend.
- Have relevant backgrounds and experiences that can help inform and diversify our discussions.

These appointments will join a welcoming board of four current trustees.

We know for our board, like all boards, diversity of background and thought creates more balanced decision-making and more effective organisations. We are committed to equality, diversity and inclusion at every level and are keen that through this process, we strengthen the diversity of our board. We are particularly keen to hear from people from a Black, Asian or Minority Ethnic background, people living with a disability, neurodiverse people, and from a range of age-groups.



## The role of a trustee

To be a Trustee of a charity is a fulfilling and rewarding role. Collectively, the trustees are responsible for the overall governance of the organisation, setting strategic direction and using their skills and experience to support b:friend to achieve its aims. The Board works to ensure that b:friend has the money it needs, operates within its financial means, follows the law and achieves the charitable objectives it was set up to fulfil.

**As a trustee you will be expected to commit to:**

- Preparing for and attending board meetings four times per year
- Additional interim meetings on issues of particular interest to trustees or at critical times of the year such as financial and strategic year ends
- Attending one staff away day per year
- Prompt communications with other trustees via digital platforms and email, particularly when decisions need to be taken outside of regular meetings
- Visiting social clubs and/or attending b:friend events to get to know our staff, volunteers, and the people we support
- Providing advice and/or undertaking specific tasks.

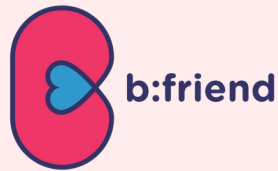
The approximate time commitment is around 8 hours per month.

**Previous trustee or governance experience is not necessary.** Travel expenses can be offered and virtual attendance at meetings is facilitated. Trustees are expected to undertake an Enhanced DBS check, the cost of which will be covered by b:friend. Trustee indemnity insurance is also held by the organisation.

## Skills & Experience:

We are particularly interested in recruiting trustees with the following skills and experience:

- Charity Sector Experience, with insight into regulatory frameworks, fundraising, and commissioning
- Clinical knowledge, especially relating to older people



- Safeguarding, particularly in relation to working with vulnerable adults
- Digital transformation and strategy
- IT skills
- Marketing and Communications, to support income generation and brand visibility
- Legal or Governance Expertise, particularly within a charity context
- Professional or volunteer experience with our key beneficiary groups
- Lived Experience, for example, as a befriender, older neighbour, referrer, or recipient of support

## Person Specification:

- Enthusiastic and passionate about achieving b:friend's objectives
- Ability to build relationships within the organisation and with external funders and stakeholders
- Comfortable in representing the organisation where required
- Ability to think strategically with relevant skills and experience to support b:friend to achieve its objectives
- Strong networking capabilities that can be utilised for the benefit of the charity
- An understanding of, and interest in, reducing social isolation and supporting multi-generational connections
- Ability to commit time to conduct the role well, including travel and attending events out of office hours.

## Time commitment:

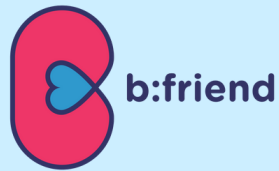
The Board meets at least four times a year, for approximately 3 hours. For those who are able to attend in person, meetings are held in Sheffield, with those unable to attend in person joining by video conferencing. Board meetings are currently scheduled on Fridays, although we can be flexible to time meetings around trustees' other commitments.

In addition to attending Board meetings, Trustees are required to represent the organisation at a variety of fundraising and public events. It is expected that Trustees will commit a total of around eight hours per month to supporting b:friend.

Trustees are appointed for a 3-year term of office, which may be renewed / extended at the end of the term.

This is a voluntary position, but reasonable expenses will be reimbursed.





## Chair of the Board Role

The Chair plays a unique leadership role, guiding the Board and supporting the CEO to ensure b:friend is well-governed and thriving.

### Key responsibilities:

- Chairing effective, inclusive Board meetings.
- Working closely with the CEO to set agendas and review papers before dissemination.
- Acting as a sounding board and “critical friend” to the CEO.
- Representing b:friend externally when required.
- Leading on governance best practice and ensuring the Board functions effectively.

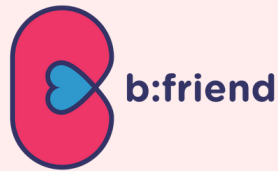
### Time commitment: ~ 10 hours per month, including:

- All trustee responsibilities
- Regular check-ins with the CEO
- Reviewing agendas and papers ahead of meetings

### Experience required:

- Previous trusteeship or board-level experience (desired)
- Strong leadership and facilitation skills
- Confidence in governance and strategic thinking
- Enthusiastic about b:friend’s mission to reduce loneliness





## How to Apply

If you are interested in applying for this role, please ensure you provide:

- A comprehensive CV, including your recent achievements, and the details of two referees
- A supporting statement, addressing your motivations for applying. This should be no longer than one side of A4. Alternative formats, including a video or short voice recording of no more than five minutes in duration will also be accepted.

All applications should be sent to [trustees@letsbfriend.org.uk](mailto:trustees@letsbfriend.org.uk) with your full name and Trustee Recruitment in the subject heading.

For a confidential discussion about the role, please contact [trustees@letsbfriend.org.uk](mailto:trustees@letsbfriend.org.uk) to arrange a call.

Closing date for applications: 31 Oct 2025

## Recruitment schedule

We will invite suitable applicants to have an informal conversation with b:friend's CEO to find out more about the organisation and establish interest in the role. Applicants will then be invited to an interview with at least two current trustees. We will undertake recruitment on a rolling basis until all positions are filled.



Let's end loneliness together,  
let's b:friend