



Olive Branch Trustee Role



About us

The Olive Branch Counselling Service (reg charity 1140475) is based in central Winchester, serving the community of Hampshire over the last 27 years. We provide subsidised counselling services for adults (over 18) who are experiencing mental health issues, via weekly therapy sessions. Our beneficiaries have gone through a range of difficult lived experiences, including loss, abuse, poor health and the current cost of living crisis.

We're a small charity with 4 part-time staff and aim to help 300 people in 2024. We recently secured a multi-year grant from the National Lottery, putting us on a more secure financial footing for 3 years. We still need to raise a further £30,000 in 2024. We have 44 volunteer counsellors supporting our clients, who are committed to helping people in need, and in turn we support their continuous professional development by funding their counselling supervision.

Role overview

The Olive Branch Counselling Service is welcoming Trustees to join our Board of Directors. Trustees play a vital role in making sure that The Olive Branch achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that the service has a clear strategy and that our work and goals are in line with our vision. Just as importantly, the Trustees support and challenge the Clinical team to enable the charity to grow and thrive to achieve our mission.

Duties and responsibilities

- Support and guide our charity's purpose, vision, goals and activities.
- Approve operational strategies and policies, monitor and evaluate their implementation.
- Oversee charity's financial plans and budgets, monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve charity's financial statements.
- Provide direct support to one or more operational functions, for example; treasurer, fundraising, clinical governance, training, external comms and engagement.
- Keep abreast of changes in our charity's operating environment.
- Contribute to regular reviews of charity's own governance by attending regular Board meetings.
- Use independent judgment, acting legally and in good faith to promote and protect charity's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of charity's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- Board members have a collective responsibility with regards to governance and decision-making.



What we are looking for

We are looking for people willing to bring their time, energy, enthusiasm and commitment to The Olive Branch Counselling Service. We particularly need help in accessing more funding opportunities through sponsorships, grants, community fundraising and local business links. If you have skills or expertise in areas such as communications and engagement, financial management, fundraising or governance, we would love to hear from you. Most important is having the time and being willing to be pro-active with directly supporting the work of the charity. You do not need previous charity governance experience - a full induction will be provided.

Personal skills and qualities

- Willingness and ability to accept responsibilities and liabilities as Trustees and to act in the best interests of our organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our charity values, vision and mission.

Terms of appointment

- Trustees are appointed for a 3 year term of office, renewal for further terms to be approved by the Board.
- This is a voluntary position, reasonable expenses incurred whilst carrying out Olive Branch duties can be reimbursed.
- Time commitment varies depending on duties, approximately 1-2 days per month to cover meetings, tasks and liaising with staff/partner organisations.
- Circa 6-8 Board meetings annually, either in person at The Olive Branch office or remotely via Zoom/Teams.
- Annual General Meeting is usually held mid-June in central Winchester.

For more information and to arrange an informal discussion about the role, please contact recruitment@theolivebranch.org.uk