Trustee Recruitment Pack - Treasurer







Welcome to SPACE

We provide support and a safe place for children with additional needs and their families. SPACE is a place where everyone can feel understood, supported - and less isolated when coping with everyday tasks. SPACE was established and built by parents, carers and professionals who believed that every child deserves to feel celebrated. From parent support groups, youth and siblings groups and community led afterschool activities.
Partnerships and collaboration with the community shapes our unique sessions. The sessions build trust, reduce isolation and we know that people feel heard and seen.





Our wonderful Sensory Room

What we strive for

Our Vision and Values

A world where children and young people with additional needs feel confident, valued and supported - and where families have access to the tools and community they need to thrive and reduce isolation.



Safe	We build a safe and functional environment for accessible play and give families the space to talk and grow
Passionate	We are passionate about giving the best opportunities for children and their families, through innovative play techniques and opportunity
Adaptable	We work with partners. schools, and the community to create strong and lasting change, meeting the unique needs, being flexible and always listening to learn
Caring	We show compassion and work in a non-judgmental way to reduce isolation, build confidence and support wellbeing for all
Enabling	We use every resource wisely, with transparency and purpose. This includes our people who act as strong community leaders to encourage and develop our families and colleagues



Trustee Job Role

Skills, values, and experience that will help you thrive as a trustee

We welcome people from all walks of life. You don't need to have been a trustee before- just a shared commitment to our mission and the qualities below.

Committed to our mission	You care about our purpose and are motivated to make a positive difference in people's lives and our community.
Sound judgement	You bring integrity, strategic thinking, and the ability to consider risk and opportunities with balance.
Collaborative team player	You listen well, value diverse perspectives, and contribute constructively to group discussions and decisions.
Confident with governance	You understand the role of a trustee and are comfortable with oversight, accountability, and ensuring good governance. For Finanace we would wish to have a qualified individual who has at least an awareness of charity finances
Willing to learn	You're open-minded, ask good questions, and ready to develop your knowledge and skills.

We are an inclusive organisation and encourage applications from individuals of all backgrounds, experiences and communities.

SPACE

Trustee Job Role Cont ..

Why We're Recruiting a Treasurer

SPACE is entering an exciting period of growth. As demand for our services increases, strong financial governance is essential to ensure we can continue supporting families who rely on us.

Our Treasurer will play a central role in safeguarding SPACE's financial health, strengthening our sustainability, and giving our supporters confidence that every pound is used wisely and transparently.

What will you do?

Oversee SPACE's finances on behalf of the Board, ensuring accurate records are maintained.

Present clear, accessible financial reports at Board meetings (4-6 times per year).

Advise trustees on budgeting, forecasting, financial planning and risk management.

Ensure compliance with charity finance regulations and reporting requirements.

Support the preparation of annual accounts and liaise with our independent examiner.

Champion good financial governance and contribute to SPACE's long-term financial strategy.

The Impact You Wil Have

As Treasurer, you will:

- Be the Board's lead trustee for financial oversight and good financial governance.
- Ensure SPACE's finances are well-managed, compliant, and aligned with our charitable objectives.
- Help the Board make informed decisions that support long-term sustainability.
- Strengthen our ability to secure grants, grow income, and invest in impactful services.
- Provide assurance to families, funders and partners that SPACE is a responsible, trustworthy organisation.

The type of person we are looking for

Experience in finance, accounting, book-keeping or financial management systems (formal qualifications welcome but not essential, experience of Xero).

An understanding of charity finance - or a willingness to learn.

Confident in analysing and forecasting financial information and explaining it clearly to non-financial colleagues.

Ability to attend quarterly Board meetings plus occasional additional discussions.

Time, support, and benefits

The role gives you a broad experience that fits around your own commitments, with support from the team and your fellow Trustees

Meeting frequency
We meet as a full board four times a year, with additional committee meetings as needed.

Induction & training
You'll receive a comprehensive induction and ongoing training to help you succeed in your role.

Support available
Our colleagues provide information, advice, and practical support so you can contribute with confidence.

What you'll gain
Develop your leadership and governance skills and be part of a values-led community.







How to apply?

1.
If you would liike to discuss this opportunity further before committing to an application then please call Johanthan Haigh - Chair of Trustees 07568 177063

or

Sarah Padmore - CEO
sarah@spacecheshire.org.uk

2.
Once you are ready to apply please send you CV and coverting letter to

admin@spacecheshire.org.uk

You will also have to complete an application form to ensure we meet the requirements of ‘safer recruitment’ processes

3.
Once shortlisting has been complete, if successful, you will be contacted and asked to attend for interview.

Good Luck, and we are thankful for your interest.