



Become an Age UK Bucks Trustee

Trustee role pack - May 2026



A message from our Chair

Thank you for considering joining Age UK Buckinghamshire's Board of Trustees. This is an important moment for our charity and for older people across Buckinghamshire. Our county's older population is growing quickly, with the number of people aged 65+ and 80+ rising faster than average, and with that comes both opportunity and responsibility.

We know that many older people in Bucks face real and growing challenges: ageism, marginalisation, the impact of disadvantage and the cost of living, the lasting effects of Covid, poor transport links, and rural and digital exclusion. At the same time, we see every day the resilience, wisdom and contribution of older people in our communities. Our role is to stand alongside them, champion their rights, and help ensure they can live with dignity, independence and connection.

As Age UK Buckinghamshire grows its reach and impact, our trustees are a guiding light. They help us think strategically, stay true to our purpose, and work effectively with commissioners, partners and local communities. Their insight, encouragement and constructive challenge are essential as we build a stronger, more resilient organisation that is ambitious for the future.

We are now looking to welcome three new volunteer trustees to our Board, which is currently five. We are particularly interested in people who can bring specific skills and expertise, but just as importantly, we are seeking individuals with passion, commitment and an understanding of the experiences of older people.

Our board is friendly, positive and engaged with a mix of skills and experiences, which we use to work together collaboratively to both support and challenge the leadership team. Some of us have full time jobs as well and others are retired.

If you share our belief that those in later life deserve to be valued, supported where needed to live full lives, and celebrated, we would be delighted to hear from you.



Rebekah Diprose
Chair of the Board of Trustees, Age UK Buckinghamshire

About Us:

Each year, Age UK Bucks directly supports over 5,000 older residents. Our services promote physical and mental health by providing advice and financial guidance that help people manage long-term conditions, maintain independence, and stay connected. We deliver practical home support, information and advice, help with recovery from hospital, dementia services for individuals and carers, advocacy, and companionship. For many older people across the county, we are a vital source of support.

We are a totally independent and local charity, and an incorporated company limited by guarantee (like most modern charities). Our funding is largely raised locally, and all our funding is spent on services and support for older residents in Bucks.

We are also part of the federation of Age UKs and a 'Network partner' of Age UK national – meaning we can use the brand and logo, share data and support our joint cause to support older people.

Our head office is in Aylesbury, but our services operate county-wide, our reach greatly supported with the amazing support of 120 volunteers.

Representing our communities

Age UK Bucks is for every older person in our county from every community. We recognise it is incredibly important to ensure we better reflect and represent them in our staffing, volunteering and on our Trustee Board. That is why we value diversity and lived experience, and would be delighted to see potential trustees with diverse backgrounds apply. We welcome and celebrate the rainbow of diversity in our county and would greatly appreciate your help to achieve this more effectively.

Why become a Trustee with Age UK Buckinghamshire:

Becoming a volunteer Trustee at Age UK Buckinghamshire is a great way to make a positive impact on the lives of older people in your local community. You will help guide the charity's direction, ensuring it delivers effective, inclusive support. In return, you'll gain valuable experience in leadership and governance, develop new skills, broaden your network, and enjoy the satisfaction of contributing to a cause that makes a real difference.



What we do

We are led by a committed team of 44 staff, and over 120 skilled volunteers, delivering wide-ranging services across both urban and rural communities. Our services include:

Empowering older people with access to knowledge and services

We run a free, independent information and advice service available by telephone, email, and face-to-face. Staff and trained volunteers help older people understand their rights and entitlements, secure welfare benefits, find trusted local services, and signpost to where they can get the help they need. Our outreach work includes talks, presentations, and community engagement activities, making sure clear and practical information reaches people wherever they are.

Our Welfare Benefits service works directly with older people to identify the benefits they are entitled to and, if necessary, can also support them through the application process, including home visits from trained volunteers to help complete lengthy and complex forms.

Connecting older people to companionship and community support

We reduce loneliness and isolation by providing direct companionship and opportunities to reconnect. Our Befriending Plus service matches lonely older people who have very limited social contact with trained volunteers for weekly companionship and support. Our Gift of Friendship service helps older people overcome barriers to social participation by connecting them with local groups and activities, arranging transport and attending groups with clients when needed, and linking them to therapeutic help (such as talking therapies). In addition, we deliver 'Coffee, Cake and Company' groups, intentionally set up in areas of need across the county to encourage connection with neighbours, activities and local community support.



Supporting older people to stay healthy and resilient

We help older people manage health concerns and recover better from setbacks. Our Hospital Discharge service commissioned by Bucks Council, ensures people return home safely and comfortably, and offers up to six weeks of recovery support (including practical needs like shopping and housekeeping), reducing risks of readmission.

We have recently launched a Dementia Support Service, collaborating with Bucks Council and Age UK Hillingdon, Harrow and Brent. Our team of Dementia Support workers provides practical advice, information, and personalised support plans for those living with Dementia or memory concern, and their carers. We also deliver information sessions and share resources (such as a website and information materials) to help people to live with dementia better.

Our Age Better Bucks service launched recently and supports older people experiencing loneliness and isolation or a down turn in capability or mood, to help them get back on their feet. We visit them at home and agree a support plan together that can address some of the issues affecting them.

Supporting independence at home

We know that remaining safe and comfortable at home is a priority for older people. Asking for a service provider to come into your home is a quite an undertaking, especially if the need has been instigated by a change in circumstances like losing a loved one, experiencing an illness or becoming less mobile. To make the process of choosing a provider and agreeing a price easier and more reassuring, we offer Home Services - referrals to verified self-employed agents providing reliable help, such as housework, gardening, footcare and handyperson support. These services give older people confidence, reduce risks, and ensure daily living tasks are manageable.

Flying the flag for an Age Friendly Bucks

Through our work with Public Health, we champion Bucks as an Age friendly county, and have worked to hear from as many voices and community groups as possible over the last 18 months. We are using that insight on ageing to develop new projects and programmes that can support older people, including a new older people's forum, to a county-wide older persons newsletter due to launch later in the year.



Our strategy

In the future we aim to build our core services to reach more older people in need – improving accessibility and responsiveness, and our reach into all communities we serve. Our focus will be on helping everyone to age better – addressing ways to improve health, wellbeing and resilience, tackle loneliness and isolation, improve financial wellbeing and support local older people to maintain their hard-fought-for independence for longer.

We'll do so through partnership and collaboration, and building our own skills and capabilities, always with a person-centred approach to our work with our beneficiaries. Older people are resourceful and skilled, and contribute to our society in many ways - whether as carers, employees and employers, child minders, volunteers and mentors. We want to support more older people, so it's easier for them to achieve the sense of purpose and life satisfaction that can come as we grow older.

And in providing this support we'll grow our influence and supporter base, reaching more diverse communities, widening our income sources and benefiting from more people knowing the impact we can have of local people's lives.

As the local scene evolves – under the NHS 10 year plan, new local Integrated Neighbourhood teams, a newly formed Thames Valley Integrated Care Board, and an evolving political landscape – we aim to be a steadfast supporter of older people's voices, celebrating their contribution to our lives and worlds, and addressing the ageism, inequality, marginalisation and exclusion so many older people experience as they grow older.



Job description

Job title: **Trustee**
Reports to: **Chair of the Board**

Role purpose

The role of a trustee is to ensure that the charity acts in accordance with its Articles of Association and manages its activities for the furtherance of the objects set down in them. Every Trustee is also a Director of the company and has legal responsibilities and potential liabilities in each capacity.

- Setting the strategy and undertaking the strategic management of the charity.
- Ensuring that the charity complies with its Articles of Association and all applicable legislation and regulations .
- Ensuring that the charity pursues its objects as defined in the Articles of Association.
- Ensuring that the charity applies its resources exclusively in pursuance of its objects.
- Safeguarding the good name and ethos of the charity.
- Ensuring the financial stability of the charity and protecting the charity's assets.
- Ensuring proper accounting records are kept.
- Ensuring the effective and efficient administration of the charity.
- Ensuring the proper investment of the charity's funds.
- Approving the charity's policies.

Duties

Collectively, the Age UK Board of Trustees:

- Approves Age UK's strategic plan and monitors progress against it.
- Approves the annual budget.
- Receives the auditor's report and approves Age UK's annual report and accounts.
- Ensures there are effective controls in place to monitor and regularly review the charity's finance and administrative systems.
- Ensures that all risks to the charity and its assets are identified in a risk register, and appropriate steps are established to mitigate against them.
- Ensures the charity fully complies with legal or regulatory requirements relevant to charity activities (including appropriate record keeping).
- Appoints the Chief Executive and monitors performance.
- Acts in accordance with the Charity Governance Code.

Job description

Individually, each Trustee:

- Attends meetings of the Age UK Buckinghamshire Board of Trustees and sits on at least one of the Board's committees (Finance & Resources or Performance & Service Planning).
- Plays an active part in Trustees' meetings and deliberations.
- Acts in accordance with the Nolan Principles of Public Life and other principles expected of holders of public office.
- Exercises due care and attention, using reasonable skill in dealing with the charity's affairs.
- Uses their own skills, knowledge, and experience to help the Trustees to reach sound decisions.
- Provides input and guidance, particularly in those areas where the Trustee has specific skills, knowledge or expertise.
- Maintains appropriate confidentiality, declaring any conflicts of interest and abiding by Age UK's Buckinghamshire's policies and procedures.
- Serves on advisory groups, if required.
- Builds strong, effective and trusting relationships with fellow Trustees, members of the Executive Team, senior leaders and stakeholders.
- Safeguards Age UK's reputation, promoting its vision and mission and values.
- Participates in an initial induction programme, including familiarisation with the charity's current issues and the Board's areas of focus.
- Attends Board meetings (currently four in person meetings) and an away day, including preparing for meetings by reading the papers in advance.
- Attends an annual 1:1 with the Chair of the Board.
- Makes time for visits to/observation of the charity's main services
- Supports income generation and fundraising activities
- Occasionally participates in meetings/conferences/events as an ambassador for the charity and/or Board.



Person specification

Skills preferred but not essential

You will be able to demonstrate strong expertise gained in one of the following areas:

- Finance, accountancy, and finance systems and processes
- Commercial experience
- Digital, data and service design
- Local systems leadership and partnerships (local government, ICB/NHS, adult social care commissioning)
- HR/Legal
- Lived experience/working with older adults

Skills and abilities

- Ability to form strong and productive working relationship with senior staff, with appreciation and understanding of non-executive and executive roles and responsibilities
- Ability to communicate effectively, adapting approach for varied audiences
- Ability to act as a team player and commitment to debating issues openly and challenging colleagues and executives appropriately
- Ability to uphold the highest standards of integrity and probity
- Ability to provide coherent oversight and leadership, including representing the charity and understanding the views of our stakeholders
- Capacity to absorb complex information presented orally or in writing
- Capacity for strategic and critical thinking

Knowledge and experience

- Experience and knowledge of good governance gained in the voluntary, public or private sector and willingness to keep knowledge up to date
- Understanding of the business and policy environment facing charities in the UK
- Excellent thought leadership in areas described in the role profile
- Lived experience; working with older people
- Experience in equality, diversity and inclusion (EDI)
- Understanding of volunteering or experience working with volunteers
- Previous leadership/trustee experience

Personal attributes

- Commitment and passion to improving later life
- Objectivity, impartiality and independence of mind
- Comfortable bringing relevant perspectives to the table, and working collaboratively with other trustees to support the Charity.
- Commitment to Age UK Buckinghamshire's values (Enabling, Influential, Dynamic, Caring & Expert)

Terms of appointment

Remuneration

This is a voluntary, unremunerated appointment with reasonable expenses reimbursed.

Time commitment

- Quarterly Board meetings (normally in person) and sub-committee meetings are held in the late afternoon/ early evening (usually around 5pm).
- Quarterly Board meetings last around 3 hours (with refreshments provided). Sub-committee meetings are shorter (around 2 hours) and may be held on Teams or in person.
- Papers are sent out approximately 1 week in advance to allow for adequate preparation time by board members.
- A half-day Board “away day” takes place annually.
- Additionally, Board members are expected to occasionally participate in ad hoc Board/ Committee calls; participate in short term working groups; support fundraising events as possible; and provide other ad hoc support in line with skills, experience and availability by agreement.

Location

145 Meadowcroft, Aylesbury, HP19 9HH.

Term of Appointment

The initial Trustee commitment is for a two-year term. At the end of the term, it is usual to continue for two further terms of two years each, subject to approval, so 6 years in total.

Process

- Review of applications
- Initial conversation with CEO/Chair and other trustees as appropriate
- Interview with CEO/Chair

How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Mark Russell at mrussell@ageukbucks.org.uk and we will be happy to arrange a call.

To apply, please send your CV and covering letter to recruitment@ageukbucks.org.uk, including the following:

- **Your CV** (maximum of three pages)
- **A supporting statement** (maximum one page) outlining why the role interests you and how your skills, knowledge, and experience meet the requirements

