

# Trustee Recruitment Pack

Making a real and positive difference to the wellbeing and quality of life of local people (55+) of Milton Keynes- wouldn't you like to be part of that?



## Thank you for the interest you have shown in this role - all volunteers are important to help our charity and we are so pleased that you're considering volunteering for Age UK Milton Keynes

As a Trustee Board Member, your contribution will be greatly valued and is vital to the charity's continued development and to the older people that it serves. Every effort will be made to ensure that you find your time on the Board both interesting and rewarding.

In this Trustee information pack you'll find the following information:

- About us, our history and our links with Age UK
- Our governance structure
- Role overview
- Role description
- How to apply



### About us

Age UK Milton Keynes was established in June 1978 as Age Concern and became Age UK Milton Keynes when Age Concern and Help the Aged were merged in 2011.

Age UK Milton Keynes is a local independent charity working to improve the quality of life for all the older people living in Milton Keynes.

It has evolved with the changing needs of society and enhanced many lives by providing direct services and signposting to relevant services as well as acting as a focal point for older people and other organisations.

### Our Mission

Age UK Milton Keynes works with and for people (55+) to make a real and positive difference that contributes to their wellbeing and quality of life.

### Our range of services

We have a wide range of services, which include Carers support, Hospital Aftercare, Befriending, Foot Care, Handyperson, Memory services, Lunch clubs, Meal Delivery service, Social Prescribing and Information & Advice helping people with Benefit claims, housing problems, etc.

### In 2024/2025 reporting year, we:

- identified £2.29million in benefits for I&A clients
- delivered 8,896 meals
- supported 5,817 people with our services
- gave 10,000 hours of dedicated time to our befriending clients

## Our links with Age UK

Age UK Milton Keynes is an independent local charity sharing a Network Partnership with Age UK. This trusted and well-known brand helps to open doors for us locally. Of course, we always must deliver, but it helps to have the strength of the Age UK brand with us.

Nationally, there are around 130 Age UK brand partners, each with a defined geographical area and separate charity numbers.

Our charity number is 1079773 and we are a charitable Company, limited by guarantee – our company number is 3897291.

We align ourselves with the work Age UK does nationally by supporting their campaigns, sharing reports and news stories, and using their research to underpin grant and tender applications.

Age UK also provides our local MPs with information about older people that can help drive forward local policies and influence at a national level.

Being an Age UK Network Partner brings certain responsibilities – to deliver services to agreed quality standards and to subscribe to shared values of being:

- Respectful
- Show integrity
- Be accountable
- Strive to learn
- Embrace team work



While we are aligned with Age UK, we are still a local and independent charity. The services we deliver, the money we raise, the people we support are all in the Milton Keynes area and our Trustees are responsible for strategy, policies and legal compliance.

## Awards and accolades



We adhere to Age UK's Quality Standard for information and signposting.

## Our Governance Structure

### Trading Companies

Age UK Milton Keynes is supported by a trading arm called In the Prime. This company enables the charity to sell non-donated, new products, in our very successful shops and then donates any profits to Age UK Milton Keynes - a key source of income for the charity.

### Board and Committee

Age UK Milton Keynes has a Board of Trustees with between 6 and 12 Trustees at any time. The Board of Trustees is the governing body of the charity and as such, Trustees ensure Age UK Milton Keynes has a clear strategy, and that the work and goals are in line with our vision. The Trustees have independent control over, and legal responsibility for, the charity's management and administration. They are also responsible for the corporate governance of the organisation and report annually to the Charity Commission and Companies House.

Board meetings are held on a quarterly basis during the month after quarter end. The Finance, Audit & Risk sub-committee also meets quarterly. There may be other ad hoc groups or task groups formed as required.

### Community links

We believe in working with others to make Milton Keynes a better place to grow older and have a range of networks and partnerships to ensure we can:

- help people stay socially active and connected
- Empower to thrive at home to maintain independence
- Improve emotional and physical resilience to enhance wellbeing
- Innovate and diversify services for clients of the wider community

These community links can also generate income, contracts and services.

The list below highlights some of the organisations we have/are working with:

Milton Keynes University Hospital, Bedfordshire, Luton and Milton Keynes ICB, Milton Keynes City Council, MK Community Foundation, Electrical Safety First, Rank Foundation, The Open University.



## Role overview

Our trustees are key to our success as a charity. Trustees focus on the overall strategy and direction of the charity and monitor performance of the organisation and our senior management team. As a trustee, you will contribute to setting our direction and holding staff to account, making sure we are always doing the best we possibly can for older people across Milton Keynes.

The Board of Trustees is responsible for the corporate and charity governance of the organisation and reports the actual achievements on an annual basis to Charity Commission and Companies House.

### Outline duties and responsibilities:

- To agree the objectives and strategic plans of the organisation;
- To ensure compliance with all legal and regulatory requirements, including employment, health and safety and personal data;
- To ensure compliance with our governing documents;
- To establish and maintain policies and employment procedures and provide regular review;
- To provide advice and guidance to the senior management team where appropriate;
- To maintain proper fiscal oversight to ensure the charity is, and will, remain solvent with safeguards in place to prevent fraud;
- To attend Board meetings (four per year)
- To join occasional meetings as required by the Board (eg. Strategic Review).
- To research and understand relevant background information concerning the work of the organisation;
- To respect and support the staff and volunteers;
- To promote Age UK Milton Keynes and ensure the Board's governance enhances and protects the reputation of the charity.

Each trustee should use any specific knowledge or experience they may have to help the Board reach sound decisions. This will involve scrutinising and understanding Board papers, leading discussions, focusing on key issues and providing advice and guidance. This would particularly be requested by the Board on new initiatives or other issues relevant to an area of the Charity's work in which the Trustee has special expertise.

### Skills and experience:

- Integrity
- Commitment to the charity
- Understanding of the importance of legal duties, responsibilities and liabilities of trusteeship
- Leadership experience in any context
- Experience, or understanding of organisational development, strategic and business planning
- An understanding of financial management and risk management
- Be able to critically review information and when necessary, challenge constructively
- Willingness to devote the necessary time and effort to your duties as a trustee and attend meetings regularly
- Ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **General:**

The Board accepts a range of skills and experience given the range, variety and diversity of the community it serves. These include, but are not limited to, financial management, legal matters, health and social care issues, fundraising, HR, public relations, marketing, information technology, mental health and wellbeing.

New trustees are given an induction to the Charity and an opportunity to spend time with the Senior Management Team and other key members of staff. There will be opportunities for specific training for the Board as a group and individual trustees as identified, so previous Trustee experience is welcome but not required.

Trusteeship can be rewarding for many reasons, from a sense of making a difference, to gaining new skills and experiences and new understanding, and although it is an honorary position, trustees will be reimbursed for out of pocket expenses.

### **Time commitment required:**

- The Charity holds four full board meetings per year in Milton Keynes, with each meeting lasting around 2 - 3 hours, plus you would also need to allow time to read through meeting papers and prepare beforehand.
- The Board also has a Finance, Audit and Risk (FAR) Committee, with quarterly meetings, you may be asked to serve on this or other sub-committees.
- Trustees serve a three-year term of office and can be re-elected to serve up to a maximum of two additional three-year terms.

### **Please note the following key information before you submit an application:**

- You must be at least 18 years old
- You will be properly appointed following the procedures and any restrictions in the charity's governing document
- The role of a Trustee is voluntary and is not accompanied by any financial remuneration, although expenses for travel may be claimed
- You have not been found guilty of disobedience to an order or direction of the Charity Commission
- You are not prohibited by law from acting as a director of a company
- You have had no reason to be disqualified from acting as a trustee of a charity

We are looking for people from a wide range of backgrounds to join our board and would particularly welcome those from Global Majority and other marginalised groups. Previous experience of being a Trustee or Director is not required as training and support will be provided.

## How to apply:

If you would like to apply to be considered for a Trustee position, please email [employment@ageukmiltonkeynes.org.uk](mailto:employment@ageukmiltonkeynes.org.uk) to request an application.

Please ensure you have also completed the Equality and Diversity Monitoring section of the application form. The information on the form will be treated as confidential and used for reporting purposes only. The form will be kept separate and will not form part of the application process.

If you would like an informal, no-obligation discussion about the role, please contact Age UK Milton Keynes on 01908 550700, or email [employment@ageukmiltonkeynes.org.uk](mailto:employment@ageukmiltonkeynes.org.uk) to arrange to talk to our Chair.



## Trustees Recruitment Pack 2026

**Telephone: 01908 550700**

**[www.ageukmiltonkeynes.org.uk](http://www.ageukmiltonkeynes.org.uk)**

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Age UK Milton Keynes is a registered charity, No.1079773, and company limited by guarantee, registered in England and Wales No.3897291