



Trustee Recruitment Pack

February 2026

Introduction

Thank you for your interest in becoming a Trustee of Age UK Waltham Forest.

We are an energetic local charity supporting older people across the Borough. This autumn, we are seeking new Trustees to strengthen our Board and bring a wider range of skills, perspectives and lived experience to our organisation.

We welcome applications from people of all backgrounds. However, we are particularly keen to build Board expertise in the following areas:

- HR
- Environmental sustainability
- Legal matters (e.g. contracts or leases)
- Marketing and social media
- Finance
- Fundraising

We are especially keen to hear from people aged 60+ and from across Waltham Forest, to ensure our Board reflects the community we serve.

We are excited about the future of our charity and are looking for people who share our commitment to supporting older people and helping guide our continued growth. If you require any further information, please contact our Chief Executive, Emma Tozer, at info@ageukwalthamforest.org.uk.

About Age UK Waltham Forest

Age UK Waltham Forest is an independent local charity and a member of the Age UK Federation. We are a trusted organisation with a strong reputation for quality services, and demand for our support continues to grow.

Our mission is to help older people live fulfilling, enjoyable lives and to support them to remain independent, safe and comfortable in their own homes for as long as possible. We provide practical support at key points in later life, when the right help can make a real difference.

Our beneficiaries are older people aged 60+ living in Waltham Forest, including those who are isolated, housebound, digitally excluded, living with frailty, or in need of advice about benefits and their rights. Our services reduce loneliness, improve confidence and wellbeing, and support

independent living, with positive outcomes for mental health, relationships and overall quality of life.

Our Impact

In 2024–2025, our team of 32 staff and 390 volunteers supported 5,596 older people, including:

- Providing information and advice to 1,411 individuals, helping to claim an estimated £2,309 in previously unclaimed benefits
- Supporting 276 housebound older people through befriending services
- Delivering digital inclusion classes to 125 people
- Organising 996 exercise classes

Our services are delivered across six key themes, shaped by what matters most to older people locally.

For more information, visit: www.ageuk.org.uk/walthamforest

What We're Looking For

We are seeking Trustees who are committed to improving the lives of older people in Waltham Forest and who can contribute skills, experience or lived insight to our Board.

In particular, we are looking for people who can demonstrate:

- A commitment to our mission and values
- Strategic thinking and a vision for the charity's future
- An ability to work collaboratively with Trustees, staff and volunteers
- An understanding of, or willingness to learn about, the legal duties and responsibilities of trusteeship

We value diversity and warmly welcome applications from people of all backgrounds.

Time Commitment and Meetings

The Trustee Board meets every two to three months at our Hub in South Chingford. In addition, Trustees attend:

- One annual meeting with staff to review work and future strategy
- One annual meeting with our auditors

Meetings are quorate with at least three Trustees present. Papers are circulated by email approximately five days in advance.

We are an active Board and Trustees are encouraged to support the Chief Executive through fundraising, service support and events where possible. Reasonable out-of-pocket expenses can be claimed in line with our expenses policy.

The Recruitment Process

If you would like an informal conversation about becoming a Trustee, please contact Emma Tozer at info@ageukwalthamforest.org.uk or on 020 8558 5512. To apply, please complete the application form available on our website: www.ageukwalthamforest.org.uk.

Shortlisted applicants will be invited to interview with two Trustees. Successful candidates will be invited to join the Board as a co-opted Trustee until the next AGM, when they may stand for election as a full Trustee.

We look forward to receiving your application and wish you every success.

Best wishes

Barry Coidan

Chair of Trustees

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