

Recruitment for Treasurer



Contents

About us.....	2
Our structure.....	5
Our financial health.....	6
Job description.....	7
To apply.....	9

About us

The Parent-Infant Foundation is a national, UK based charity proactively supporting the growth and quality of specialised parent-infant relationship teams across the UK. We bridge the gap between frontline delivery, local commissioning, and national decision-making when it comes to parent-infant relationships for families with the most complex and persistent difficulties.

Our vision is that all babies have a sensitive, nurturing relationship to lay the foundation for lifelong mental and physical health.

Our mission is to support the growth and quality of specialised parent-infant relationship teams across the UK.



We bring the infant mental health sector together with collaborative leadership, providing a much-needed national voice, and catalysing a united force to campaign for policy change.

We were founded in 2012 and now work with over 39 specialised parent-infant teams across the UK, and with localities wanting to develop a local team. We also provide the secretariat for and lead the First 1001 Days Movement, a collective of over 160 organisations that are striving to drive change by inspiring, supporting and

challenging decision makers to value and invest in babies' emotional wellbeing and development.

Over the past year we have grown significantly in reputation, scope, and influence. We launched our new strategy in October 2019 alongside a new brand and name, and we have started the diversification of our funding from our founding donor to ensure a secure and sustainable future.

Parent-Infant FOUNDATION

Vision

Our vision is that all babies have a sensitive, nurturing relationship to lay the foundation for lifelong mental and physical health.



Mission

Our mission is to support the growth and quality of specialised parent- infant relationship teams across the UK. We are the only charity proactively supporting these teams and sharing the importance of their work. We do this regardless of how teams are funded or where in the system they are situated by:



Enabling and expanding specialised parent-infant relationship teams



Promoting and driving quality across the network of parent-infant relationship teams



Giving babies and the services that work with them a clear and compelling voice

Coverage

We work with existing parent-infant teams around the UK and areas interested in setting up a team.



What we can offer

For established and emerging teams we can offer:



Arm's length support during their development journey



A comprehensive, web-based development and implementation toolkit



Bespoke consultation and advice

What we do

Membership of the Parent-Infant Teams Network for established teams



A free, multi-disciplinary collective that provides:

- A space for shared learning and information
- Peer support
- Free, regular events including networking days and webinars
- Regular briefings and newsletters
- Every individual team member is invited to join



Access to the Network area of the Foundation website, a repository of team resources contributed by teams around the UK



Focussed evaluation and research commissioned to highlight the need for parent-infant teams, the value of their work and to inform development



Assistance for teams to collect and use data and evidence to ensure high quality services

Policy and campaigning



We lead
the First 1001 Days Movement and co-ordinate the Conception to Age 2 All-Party Parliamentary Group



We advocate
for specialist parent-infant provision at a national level



We organise
Infant Mental Health Awareness Week to showcase more widely the importance of early relationships and to campaign for change



We provide
tools and resources to aid local conversations

What we don't do



We don't fund, manage or regulate teams



We don't deliver content for individual practitioners outside of specialised teams (Other organisations do this, such as AIMH UK, ACP, UKCP, BPS, etc.)



We don't deliver services or content directly to the public

Our strategic priorities 2019-2024

- To improve the availability of specialised parent infant relationship teams across the UK
- To improve service standards and quality across the network of parent-infant relationship teams
- To build evidence of the clinical and economic benefits of parent-infant relationship teams
- To achieve policy change that positively supports an increase in parent-infant relationship teams
- Continue to build a strong, effective and sustainable organisation



Our commitment to diversity and inclusion

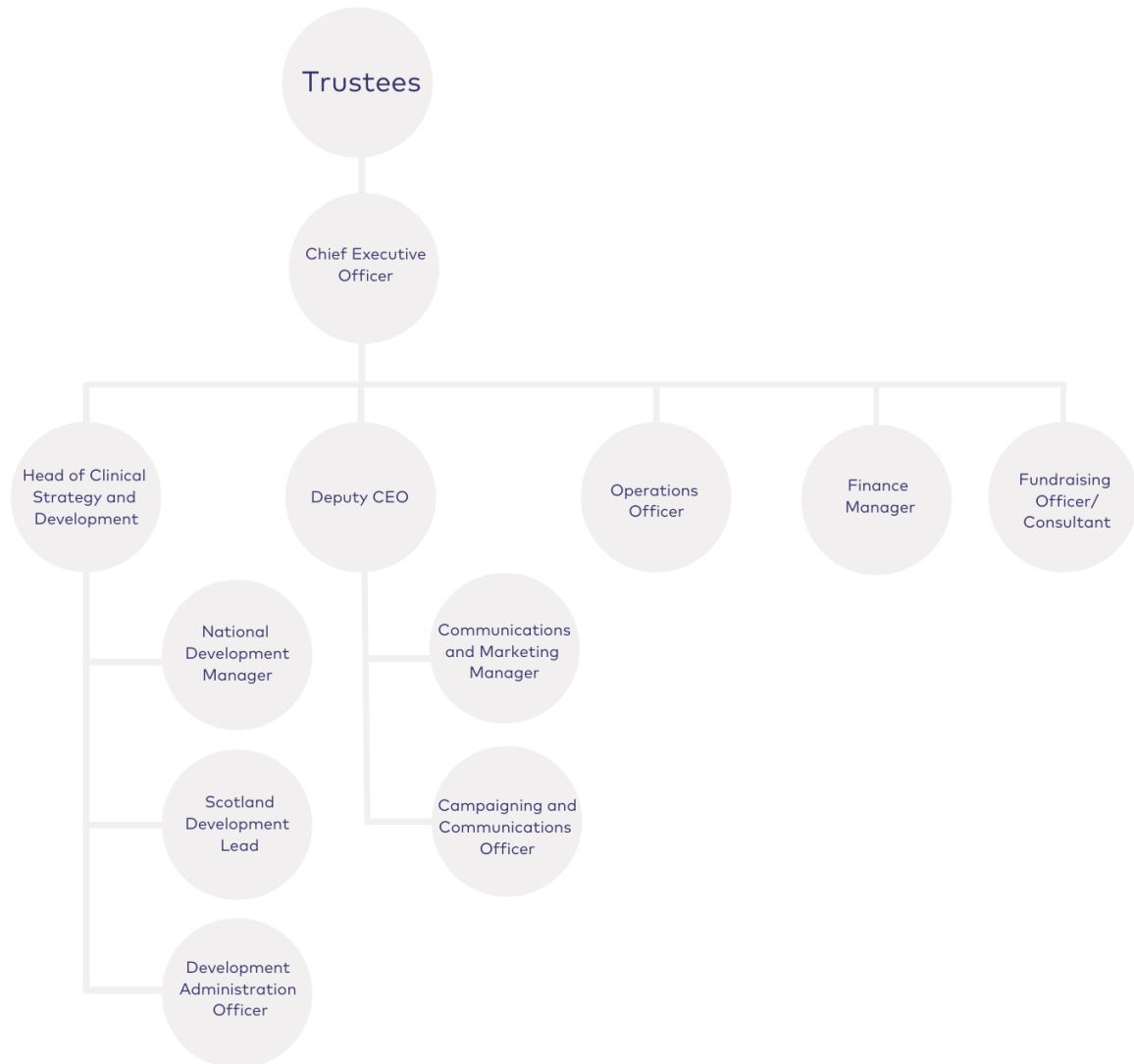


The Parent-Infant Foundation is committed to supporting diversity and inclusion in its structures, the staff members it employs and in the families that parent-infant relationship teams work with. It aims to be an actively anti-discrimination organisation and consciously works to build a culture where every staff member is recognised and valued as an individual, with the ability to grow and develop. We are interested in hearing from passionate and experienced people across a diverse range of backgrounds, particularly those

from marginalised and under-represented groups amongst trustees.

The Parent-Infant Foundation recognises that some groups of potential applicants may face certain barriers to leadership positions. Where possible, we would like to work with you to break these down. As such, we are happy to consider any reasonable adjustments that potential trustees may need to be successful, including adjustments through the interview process.

Our structure



Our financial health

The organisation has, since its inception, had the generous support of a single foundation. With the recent strategic review, the reliance on one donor was highlighted as a major risk and a diversification strategy has been developed. This has begun well with income secured from the National Lottery, Cattanaich, the William Grant Foundation, Charles Gordon Foundation and the Swire Charitable Trust.

We have also secured a three-year unrestricted grant from Esmée Fairbairn Foundation and a restricted three-year grant from the AIM Foundation to support our secretariat role of the First 1001 Days Movement.

Our typical annual turnover is approximately £400k. Our latest financial accounts can be found [here](#) (2021-22 accounts currently in preparation).

Job description

Role description

Salary	Voluntary position with reasonable expenses being provided for travel and childcare
Location	Home-based/remote working, with a proportion of board meetings taking place in London
Time commitment	We hope the postholder will commit an average of one day a month. Board meetings take place six times a year
Term of office	June 2022 – June 2025 (3-year term)

Overview and purpose

We are seeking a qualified accountant for the role of treasurer who is also passionate about helping us achieve our mission.

They will be expected to lead on monitoring the financial administration of the charity and reporting to the board of trustees at regular intervals on its state of financial health, in line with best practice, and in compliance with the governing document and legal requirements.

But we also want them to give insights and feedback on the other aspects of our work. We welcome a diversity of background and thought. As such, their views will be key in driving forward our clinical activities, research, communications and campaigning.

They would be expected to have the following:

- Experience of operating at a senior level within a charity or corporate setting with responsibility for finances and/or income generation
- Understanding and experience in various charity income streams
- Understanding the treatment of restricted and unrestricted income
- Willingness to provide support and work with the Foundation's staff team on financial planning
- An understanding of the challenges facing small charities in maximising income streams and donor cultivation.
- Understanding of best practice in accounting and/or fundraising ethics and good practice
- Knowledge of charity safeguarding
- High level understanding of an operational risk register

Main responsibilities

The main responsibilities and duties of the treasurer include:

- Support the Finance Manager by overseeing and presenting budgets, internal management accounts and annual financial statements to the board of trustees;
- leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements;
- Support the Finance Manager in the development and implementation of financial procedures and policies;
- liaising, where applicable, with the appropriate member of staff responsible for the financial activities of the organisation;
- monitoring and advising on the financial viability of the charity;
- overseeing the implementation of and monitoring specific financial controls and adherence to systems;
- advising on the financial implications of the charity's strategic plan;
- overseeing the charity's financial risk-management process;
- acting as a counter signatory on charity cheques and important applications to funders; and
- board-level liaison with the external auditors on specific issues such as the Auditors' Management Letter and the related board representations.

These are in addition to the role and responsibilities of all trustees, which are to:

1. Accept ultimate responsibility for directing the affairs of a charity, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.
2. Ensure that the Foundation complies with its governing document, charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
3. Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity
4. Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets
5. Ensure that the Foundation is and will remain solvent
6. Use charitable funds and assets reasonably, and only in furtherance of the charity's objects
7. Avoid undertaking activities that might place the Foundation's endowment, funds, assets or reputation at undue risk

8. Take special care when investing the funds of the charity, or borrowing funds for the charity to use
9. Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
10. Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties

A useful link for further information on trustees and governance can be found at:
<https://www.charitygovernancecode.org/en>

The essential guide for charity trustees can be found at:
<https://www.gov.uk/government/publications/the-essential-trusteewhat-you-need-to-know-cc3>

To apply

Expressions of Interest are welcome by **20th May 2022**.

Interviews to take place in week commencing 30th May 2022.

Please send a cv of no more than two sides and a covering letter (again no more than two sides) setting out your motivation and suitability for the role. These should be sent to our Chief Executive, Keith Reed, keith@parentinfantfoundation.org.uk.

Candidates will be short-listed by our Chair and two other trustees.

We very much see recruitment as a two-way conversation. Short-listed candidates will be able to speak to our Chair and Chief Executive. There may also be an opportunity to observe a board meeting.

Interviews will take place with our chair and two other trustees. Appointment will be made by the whole board following references.