

Trustee Role Description – Amelia’s Light

Role Title: Trustee

Location: Remote (with occasional in-person events or meetings if appropriate)

Type: Voluntary

Time Commitment: Approx. 2–4 hours/month

Application Deadline: 31st July 2025

Interview Dates: From 5th August 2025

DBS Required: Enhanced Disclosure

About Amelia’s Light

Amelia’s Light exists to provide urgent emotional and practical support to families in crisis - especially those caring for children with serious illness or undergoing hospital treatment. Families would have been in hospital for longer than 5 days to receive support.

Amelia’s Light exists because of Steven’s lived experiences. Being in hospital with his eldest daughter for days on end without any support from social services, other charities and family. It appears that there is no quick help, and Steven would like to bridge this gap.

We deliver small, compassionate interventions that offer relief, dignity, and hope - from emergency essentials to immediate advice and signposting. We act fast, listen deeply, and shine light in the darkest moments.

Our vision is simple: **to reach as many families as possible with light, love, and timely support.**

As we move towards registering as a Charitable Incorporated Organisation (CIO), we are seeking two additional trustees to join our small but passionate founding board.

Purpose of the Trustee Role

Trustees play a vital role in the governance, strategy, and accountability of Amelia’s Light. You will help shape the charity’s future, support our growth, and ensure that we always act in the best interest of the families we serve.

You do **not** need previous experience as a trustee - we welcome compassionate, values-led people from all walks of life, and we will provide a warm induction and ongoing support.

Key Responsibilities

- Contribute to the strategic development and overall direction of the charity
 - Act as an ambassador for Amelia's Light, promoting our vision and values
 - Provide guidance on fundraising opportunities and initiatives
 - Attend virtual trustee meetings every couple of months via Zoom
 - Ensure good governance and compliance with Charity Commission requirements
 - Support with networking, partnerships, and community engagement
 - If you bring specific experience (e.g. finance, charity startup, fundraising), offer input where relevant
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Who We're Looking For

We welcome applications from all backgrounds and encourage diversity of experience and thought. You do not need charity governance experience - only a strong belief in our mission and a willingness to contribute meaningfully.

We would particularly value individuals with one or more of the following:

- Financial knowledge or accountancy experience
- Experience founding or developing a charity or non-profit
- Fundraising or donor engagement expertise
- Communications or community outreach skills

You should be:

- Compassionate, empathetic, and values-led
 - Reliable, collaborative, and able to communicate clearly
 - Willing to uphold our safeguarding responsibilities (including an enhanced DBS check)
 - Comfortable with digital tools like Zoom and email
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Time Commitment

- Attendance at Zoom meetings every 2–3 months
- Occasional email/phone contributions between meetings
- Optional involvement in events, fundraising, or strategic support based on availability

There are **no minimum fundraising or financial contribution requirements** - just your time, energy, and insights.

Safeguarding and Checks

All trustees are required to undergo an **enhanced DBS check**. Amelia's Light is committed to safeguarding the families we support, and you will be asked to sign a trustee declaration as part of onboarding.

Application Process

If you feel inspired by this opportunity, we'd love to hear from you.

1. Complete the [expression of interest form](#)
 2. You can also email questions to: info@ameliaslight.charity
 3. Informal chats will begin from **5th August 2025**
 4. Two trustee places are available as part of our founding CIO structure
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Our Culture and Values

We're building a culture that's:

- **Friendly** and collaborative
- **Mission-driven** and values-led
- **Compassionate**, always putting families first
- **Flexible**, supportive of different lifestyles and capacities
- **Inclusive** and accessible

Amelia's Light is a charity built on lived experience, urgency, and trust. Join us in shining hope when families need it most.