



Template Trustee Advert

What your charity does

Briefly describe what your charity does, who it supports, where it operates and why it was set up.

What skills and experience you're looking for *and why*

Summarise the trustee role, the skills and experience you need, and a sentence that explains why that's important. Consider whether you need your new trustee(s) to *do* something or to guide/lead others and word your advert to reflect this.

If previous trustee experience is not required then mention this. Consider expressly saying that you'll consider applications from all backgrounds, or specify if there are certain characteristics or qualities that you'd like to actively encourage.

What the commitment is

Include how often trustees meet, what time of day and where they are held. Whether other involvement is expected between meetings and the estimated time commitment (whether monthly, quarterly or annually)

Any benefits – out of pocket expenses, training

Give details of benefits of becoming a trustee and confirm that reasonable out of pocket expenses will be reimbursed. You could also include brief details of how trustees are supported in their role.

How to find out more information

Include a link to a recruitment pack, the charity's website and/or contact details for someone at the charity that can talk to applicants about the charity and the recruitment process.

Closing (and interview) dates

Set out how to apply for the role, any specific closing dates and approximately when interviews will be held (whether in person or by telephone).