



bibic

Transforming lives through
developmental therapy

HR Trustee Recruitment Pack

Foreword from the Chair of Trustees

As Chair of Trustees, I am incredibly proud of the impact bibic has on the lives of children, young people and families across the UK. For more than 50 years, bibic has existed because families needed something different, a holistic, compassionate approach that truly sees the whole child and supports the whole family.

Like many charities today, we are operating in an increasingly challenging environment. Rising costs, funding uncertainty, evolving regulation and growing demand for services mean that sustainable income generation and commercial thinking have never been more critical. At the same time, we are determined that our focus remains firmly on delivering life-changing support to those who need it most.

We are therefore seeking a new Trustee with demonstrable fundraising experience and strong commercial acumen to join our Board.

This role is not simply about raising money; it is about helping bibic build sustainable, diversified income streams that enable us to be resilient, ambitious and well-placed for the future. You will bring strategic insight, commercial judgement and fundraising expertise to help us navigate this complex landscape.

Our Board is collaborative, committed and deeply connected to bibic's mission. We bring different perspectives and professional backgrounds, united by a shared belief in what bibic does and why it matters. Whilst we have strong lived experience represented on the Board, we recognise the need for greater commercial expertise to balance our governance and decision-making.

If you are motivated by social impact, enjoy working constructively with others, and want to use your fundraising and commercial expertise to make a meaningful difference, we would love to hear from you.



Caroline Jameson
Chair of Trustees, bibic



Our Mission

We value neurodiversity and work with individuals of all neurotypes, with or without a diagnosis, empowering each individual to better understand themselves and the world around them. Together we support families while nurturing individual growth.

Our Impact

525

Children and young adults were supported within our assessments in 2024 - 2025

60%

of the children and young adults we support come to us without a diagnosis

525 children and young adults

845 parents and carers

520 siblings

“

Our time at bibic has given us so much more than the in-depth assessment, reports and hugely detailed and appropriate recommendations to support our child. These have empowered us to advocate positively and with confidence for our son when he's living his life outside the home...

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2024/2025 we raised over £342k (including £8k Gift Aid)

Our Values

We have values that encompass everything we do at bibic.

Holistic

A blend of sensory, cognitive, emotional, developmental and physical exercises that support a child or young person's specific needs. We go 360 and are for the whole family.

Nurturing

It's what we do best. We know that the child or young person and their families can experience intense stress, isolation and exhaustion. We stand by their side to help them understand the specific needs, empowering them with strategies to support daily life and long-term development. Care shines here.

Transformative

We recommend small changes which are achievable and make a big difference. We explore all areas of the individual's development in order to unlock the foundation causes of their challenges and provide strategies to thrive.

Progressive

We offer support with or without diagnosis. We find the answers families are searching for and explain them in terms that everyone can understand, no question is too silly. Always learning and always improving.

Why we exist

We empower individuals to better understand themselves and the world around them in order to thrive within all aspects of life.

Who we see

We support all individuals whether they have a diagnosis or not. We value neurodiversity and work with individuals of all neurotypes, empowering each individual to better understand themselves and the world around them.

How we help

We consider the whole person and create a therapy plan just for them. We train families and individuals to use strategies and supportive techniques to embed within their own lives to create lasting positive change.

Role Description

As our HR Trustee, you will play a vital role in supporting bibic's greatest asset, its people, so that we have the culture and capability needed to deliver maximum impact for the children, young people, adults and families we support.

Working collaboratively with fellow Trustees and the senior leadership team, you will provide strategic guidance, insight and challenge to strengthen bibic's approach to people, culture and organisational development, and to support good, fair and lawful employment practice.

This is a non-executive, strategic role. You will not be responsible for day to day HR or operational people matters, but you will act as a trusted adviser and champion for a healthy, values led culture that aligns with bibic's mission and values.

While the role is strategic in nature, there may be occasions when you are asked to support specific pieces of work, such as advising on a policy review, a reward framework, or a period of organisational change. These would always be at a strategic, advisory level, undertaken in close consultation with the senior leadership team and Board Chair, and would never extend to individual employee casework, which remains the responsibility of the executive.

Key responsibilities include:

- Providing strategic insight and challenge on people strategy, culture and organisational development
- Supporting the Board in its oversight of fair, lawful and values led employment practice, including compliance with employment law and good HR practice
- Advising on workforce planning, capability, reward, retention and the wellbeing of staff and volunteers
- Supporting the senior leadership team through periods of organisational change, such as restructures, consultations and transitions
- Championing a positive, inclusive culture and strong staff and volunteer engagement
- Offering advice on people related risks, trends and opportunities in the current charity landscape
- Where appropriate and agreed with the senior leadership team and Chair, supporting specific pieces of work such as a policy review or reward framework at a strategic, advisory level
- Contributing to Board discussions beyond HR, bringing wider strategic perspective and sound judgement

You will share collective responsibility with the Board for:

- Ensuring bibic complies with all legal and regulatory requirements
- Safeguarding the charity's assets and reputation
- Setting strategic direction and monitoring performance against agreed objectives
- Acting at all times in the best interests of bibic and the people it exists to serve

Knowledge, Skills and Experience

Essential

- Demonstrable senior experience in human resources, people leadership or organisational development
- Sound knowledge of employment law and good people practice
- Experience of culture, engagement, capability and reward
- Experience of supporting or leading organisational change, such as restructures, consultations or transitions
- Sound judgement and confidence to provide constructive challenge and support at Board level
- Understanding of, or willingness to learn, the legal duties and responsibilities of trustees
- Commitment to bibic's mission, values and the families it supports
- Willingness to devote the necessary time and attention to the role, including supporting specific tasks when requested

Desirable

- Chartered membership of the CIPD, or an equivalent professional qualification
- Experience of HR in a charity, or in a smaller organisation with limited in house HR resource
- Awareness of safeguarding as it relates to staff and volunteers
- Prior non executive or trustee experience (desirable but not essential, full induction and support provided)

Personal Attributes

- Collaborative, approachable and supportive in style
- Pragmatic, and comfortable balancing ambition with realism
- Discreet, with sound and fair judgement on sensitive and confidential people matters
- Motivated by social impact and making a meaningful difference

Core Legal Duties

As a trustee, you have six main legal duties (from the Charity Commission's Essential Trustee guidance):

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable

What Trustees Should Do

- Set strategic direction and agree on long-term plans
- Monitor performance through reports on progress, finances and impact
- Ensure compliance with the governing document and legal requirements
- Identify and manage major risks
- Make key decisions on budgets, major expenditure and new activities
- Hold the senior leadership to account through appropriate questioning and constructive challenge
- Bring your expertise to board discussions and act as an adviser when the senior leader team requests input
- Act collectively; trustees have authority only when making decisions together as a board

What Trustees Should Not Do

- Get involved in day to day operations, which are the staff's responsibility
- Make operational decisions unless specifically delegated by the board
- Manage staff, except the most senior executive, usually through the Chair
- Direct individual staff members; all communication goes through the senior leadership team
- Act individually; trustees only have authority when acting collectively as a board
- Implement decisions, which is the staff's job; trustees oversee implementation

The Line Between Strategic and Operational

Trustees set the vision and approve the strategy; the senior leadership team and staff implement it. Trustees approve the annual budget; the senior leadership team manages day to day finances. Trustees oversee that bibic is a fair and lawful employer; the senior leadership team manages people and HR day to day. Trustees set the risk appetite; the senior leadership team manages risks on a daily basis.

Working in an Advisory Capacity

Trustees bring valuable expertise that can support the senior leadership team beyond board meetings. At bibic, trustees may be asked to provide advice in their areas of knowledge, for example on people and HR matters, fundraising strategy, or youth engagement.

This advisory capacity works best when:

- The CEO requests input when needed
- Trustees provide advice and expertise, not direction
- The boundary between strategic oversight and operational delivery remains clear
- Communication flows appropriately through the CEO

Key Principle to Remember

Trustees delegate authority but not ultimate responsibility. You delegate day to day management to the senior leadership team, but you remain collectively responsible for the charity's overall direction, performance and governance.

Time Commitment and Location

- The full Board meets six times a year. Board meetings are held virtually, and usually last around two to three hours.
- We aim to meet in person at least once per year to hold the AGM. This is usually held at bibic's centre in Langport.

How to Apply

Please send a CV and cover letter stating why you are interested in applying for the role to info@bibic.org.uk and this will be forwarded to our Chair of the Board.

Please also provide the details of two referees. Please let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent. All applications will be acknowledged, and we will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

bibic has a rigorous pre employment checking process and we are committed to safeguarding the welfare of the children and young people we work with, and expect all staff and volunteers to share this commitment. Trustees are therefore required to take a DBS check.

