

TRUSTEE INFORMATION AND RECRUITMENT PACK

2025

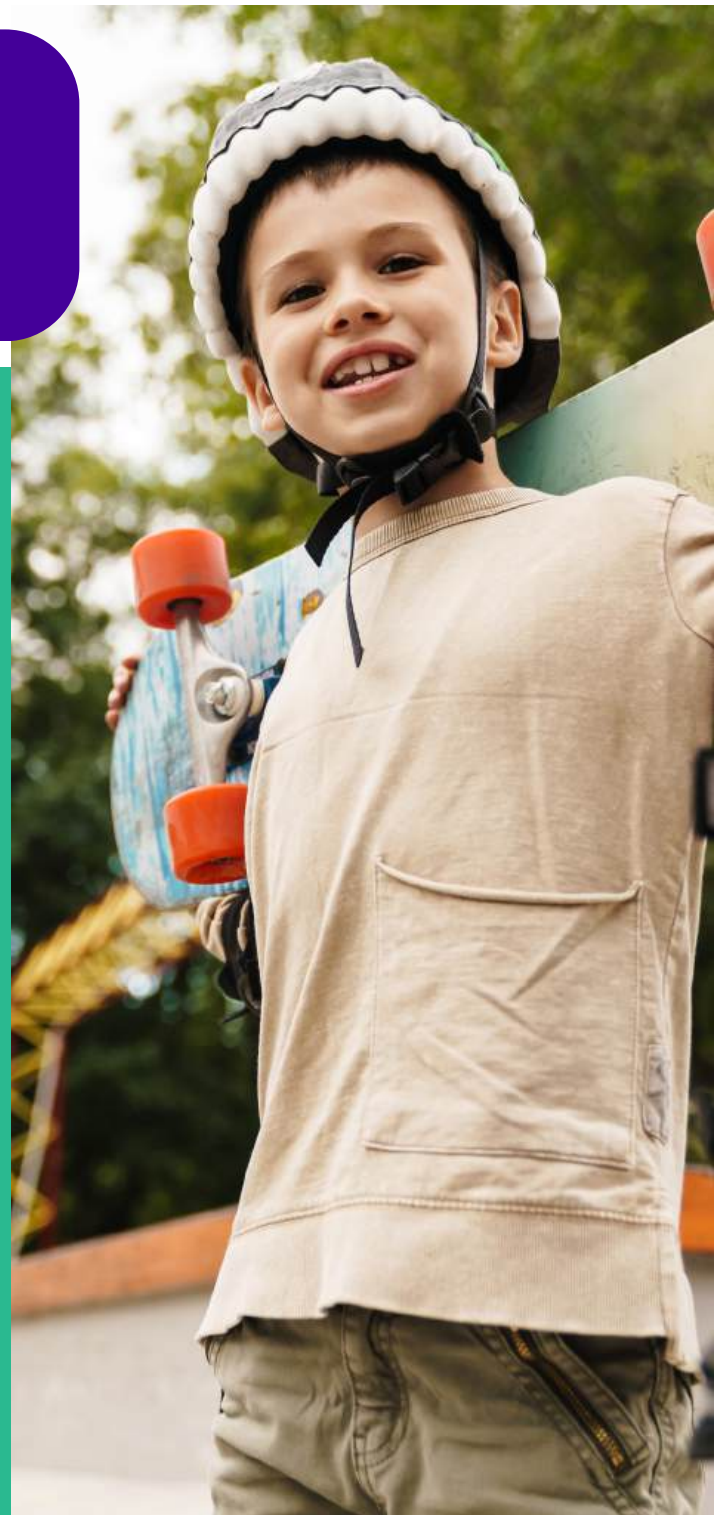


WHO WE ARE

Adoption UK is the leading charity for adopted and care experienced people, adoptive families, and others parenting children who can't live with their birth parents. Set up in 1971, we'll be here for adopted and care experienced children, adults and their families for as long as they need us.

Our vision is a society where every child or young person who is unable to grow up with their birth parents can thrive in childhood and has an equal chance of a bright future as an adult.

Our purpose is to ensure they get the right support at the right time from childhood into adulthood. We connect people, provide information and support and influence policy and practice.



CONTENTS Within this pack you will find the following:

- Message from our CEO and Chair of Trustees
- Our values and priorities
- Our commitment to equity, diversity & inclusion
- The application process
- The role profile

A MESSAGE FROM OUR CEO AND CHAIR OF TRUSTEES



Dear Applicant,

We are delighted that you have chosen to explore becoming a trustee and hope that the information in this pack is valuable in your application.

Adoption UK is the leading charity for adopted people and others unable to grow up with their birth parents, and for their families. Our vision is for a society in which every child and young person who is unable to grow up with their birth parents can thrive in childhood and has an equal chance of a bright future as an adult.

Founded in 1971, we've built a strong, supportive community and the largest collective voice for the adoption and kinship care community in the UK. Our work is grounded in the lived experience of adoptive and kinship families, and our services are developed by, for, and with those we support.

We offer hope and understanding by providing vital support, advice, and connection to everyone involved in adoption — including adopted children, young people and adults, prospective adopters, adoptive families, and the professionals who work alongside them. Increasingly, we are also working to support kinship care and long-term foster care families.

We campaign tirelessly to ensure adoptive and kinship families receive the support they need to thrive. Our most powerful advocates are adopted people of all ages, adoptive parents and kinship carers — and we work hard to ensure their voices are heard by those shaping policy and practice.

We are committed to building a diverse, inclusive and equitable organisation. We warmly welcome applications from people of all backgrounds and lived experiences. We particularly encourage applications from individuals who are underrepresented in the charity sector, including people from racially minoritised communities, LGBTQ+ communities, disabled and neurodivergent people. We are happy to make reasonable adjustments throughout the recruitment process and are committed to ensuring accessibility for all candidates. We believe that a wide range of perspectives strengthens our work and helps us better serve the communities we support.

To learn more about our work, please visit: www.adoptionuk.org

Wishing you every success with your application.

Yours sincerely,

Emily Frith and Mike Rebeiro

OUR VALUES



WE ARE OPEN

- We champion everyone unable to grow up with their birth parents and the families who raise and care for them.
- We value diversity, equality and inclusion.
- We're honest about the realities of adoption and permanence and about what needs to change.
- We stand up for great ideas and good decisions.



WE ARE STRONGER TOGETHER

- We pioneer peer support in adoption and permanence. We bring together peer support and professional expertise.
- We work constructively with others.
- We enable people to build and strengthen their networks.
- We work hand in hand with people with lived experience to build an expert case for better support together.



WE ARE DETERMINED

- We won't stop until everyone who is unable to grow up with their birth parents has an equal chance to thrive.
- We will empower every adopted and care experienced person, and every adoptive and kinship care family to ask for, and get what they need.

OUR PRIORITIES

We are determined to work in partnership with all parts of the adoption and permanence community to ensure that adopted and care experienced people get the support they need. We have identified key strategic priorities that we believe have the potential for the highest positive impact in the lives of adopted people and others with care experience.

These are to:

- Support children and young people to have an equal chance of a bright future.
- Work in partnership with adult adoptees to raise awareness of the lifelong challenges involved in adoption, and to provide information, connection and support.
- Become the 'go to' provider of high-quality information, advice, learning and development on adoption and other forms of permanence and the effects of prenatal and early childhood trauma.
- Provide safe spaces for people in adoption, kinship care and other permanence communities to connect with their peers.
- Become a centre of excellence in the provision of support for adoption and other forms of permanence, including peer support and expert psychological therapy for adopted and care experienced people and their families.
- Influence the modernising world of adoption and permanence so it works better for adopted and other care experienced people and their families.
- Engage with the public and corporate sectors as allies to ensure that adoption and other forms of permanence are integral to their approach to equity diversity and inclusion.



OUR STRENGTHS

EMPOWERING

We seek to empower the adoptive and kinship care families and individuals we exist to support. We want to equip those who wish for it with the knowledge, support and resources they need to secure the best for themselves and their families.

LIVED EXPERIENCE

75% of our staff, volunteers and trustees are personally connected with adoption and kinship care, as adopters, carers or as adopted people. We draw our expertise from the heart of the community we serve to bring the lived experience of adoption and kinship care into every part of our work.

FOUR NATIONS

We work across the whole of the UK. We have national teams in each country and tailor our programmes to take opportunities and address priorities in each nation. We align our work to make sure that our collective resources, insights and experiences combine to help adoptive and kinship families thrive, wherever they are.

EQUITY, DIVERSITY & INCLUSION

We are committed to inclusion across our staff, volunteer and membership bodies. We are working proactively to enhance an organisation culture which celebrates the diversity of the adoptive and kinship community. We want to ensure that everyone we work with feels respected and supported, independently of race, sexual orientation, gender, language or ability. We respect individual identities and pronouns and are committed to creating a safe space at work where people are comfortable to be themselves.

PARTNERSHIPS

We value partnership. We know that priorities for adoption and kinship care families affect many other communities, and we can often achieve more for our community by making common cause with organisations and individuals which share our values.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

Our recruitment and selection processes are reviewed regularly to ensure they remain fair and transparent. We actively seek to attract a diverse range of applicants and ensure that all candidates are assessed solely on their skills, experience, and suitability for the role.

Equality monitoring

We carry out equality monitoring for all recruitment campaigns to understand more about the people applying for our roles, and to help us identify if there are any gaps or areas in which we could be taking action to ensure that we are more representative. We ask all applicants to complete our monitoring form, but you are not obliged to do so. The data will be kept separately from your application and will not be used in assessing information on your application form. It will only be used for general statistical and monitoring purposes. All information you share will be kept confidential, and stored and accessed in line with GDPR. If you are happy to complete the form, please do so [here](#). Please do not attach it to your online application.

Attracting a diverse pool of people

We are committed to supporting people from under-represented or marginalised groups, including those with protected characteristics, to overcome barriers and thrive. Examples of positive action that we may take include:

- Targeted advertising of jobs - this may be by using specific, but not exclusive, media to advertise jobs and promote our work, to help broaden our potential talent pool and raise our organisational profile more widely
- Using positive action statements in recruitment adverts, for example stating that we welcome applications from a particular group, if our diversity data or the wider sector identifies that this is an issue
- Making reasonable adjustments to support candidates to participate in recruitment and selection processes equitably and to undertake their roles effectively once appointed
- Promoting our commitment to being a Disability Confident Employer, and supporting individuals to access appropriate assessments and support through the government's Access To Work scheme

Please do tell us throughout the process if you need any adjustments or support at all, so that we can ensure you have a positive experience which allows you to demonstrate your skills and abilities effectively.

Contact peopleservices@adoptionuk.org.uk

THE APPLICATION PROCESS



How to apply?

Applications should be made via our website: <https://www.adoptionuk.org/jobs-page>.

Please click on the role you are interested in and read the role profile and criteria. You will also find key dates including the closing, shortlisting and interview dates for the role.

Please download the Application Form and fill this in. Once you are ready to apply you will be asked to complete your name and contact details. You will be able to attach your completed Application Form before submitting your application.

The Application Form must be completed in full, giving details for all employment (voluntary and paid), training, and any gaps in employment, however small, such as a university gap year, a period of unemployment or if you have travelled abroad.

In accordance with GDPR the information you provide in your application, and in any accompanying papers, will be used to assess your suitability for the post advertised. It will not be released to anyone who does not require it for this purpose. If you are appointed, this information will form the basis of your employment file within Adoption UK, otherwise it will be destroyed twelve months after the post is filled. To read our Privacy Policy in detail please [click here](#).

If you require any support or adjustments in order to complete the application form or if you wish to receive the application form in an alternative format, please email peopleservices@adoptionuk.org.uk. If you have an agency or educational contact who you wish to be involved in your application, please provide us with their details and explain to what degree you wish them to be involved.

Keeping in touch

We will stay in touch with you by email during the recruitment process. Please check your emails regularly, including your junk folder, so you don't miss a message from us. You will receive an automated email from us when you have submitted your application and you will hear from us again after the vacancy has closed. We may need to call you so please ensure there is at least one contact number provided on the application form. This pack gives details of the timescales we are working to for the post you are applying for, and will give you an indication of when you might expect to hear from us. You will usually receive notification of the outcome of your application within 15 working days of the closing date.

Shortlisting

Shortlisting will be carried out by an experienced panel, and will be based on the criteria set out in the role profile. Applications will be scored objectively and those best meeting the criteria will be invited for interview. *(As a Disability Confident Employer, we offer a guaranteed interview to disabled applicants who meet the essential criteria for a role, so please inform us if you feel this applies to you.)*

THE INTERVIEW PROCESS



Interviews will be conducted by an experienced panel, and will be held either face to face or by video conferencing. You will be asked a number of competency questions based on the criteria for the role, and for some roles you may be asked to undertake assessment tasks, which could include a presentation, data, or job-specific selection tasks.

If you have a disability which may affect your interview, please let us know of any additional arrangements you require. People conducting your interview may not have had experience with your disability, so please ensure you have explained all of your requirements, even ones which may seem obvious.

After your interview

We aim to let you know the outcome of your interview as quickly as possible by telephone/email, followed with a conditional offer to the successful candidate(s). If you are not successful and would like some feedback, please email peopleservices@adoptionuk.org.uk

Pre appointment checks

If you are successful, we will contact you for the following information:

- Proof of eligibility to work in the UK (we don't support sponsorship requests)
- Proof of address
- References
- Criminal record
- An overseas police check (If you are not currently living in the UK or have spent significant time overseas)
- Verification of your qualifications and registration with relevant professional bodies, if required for the role.

CRIMINAL RECORD CHECKS

We will carry out DBS checks through Checks Direct and PVG checks through Disclosure Scotland. You will receive emails with instructions on what you need to do as part of this process, and we require you to complete your relevant actions as soon as possible to avoid any delays. If you are on the DBS Update Service, we will seek your authorisation to view your information and to verify details of this.

Please note that carrying out these checks may take some time, and we cannot offer you a start date until they are complete.

References

If you are successful we will contact you for two referees. One reference must be from your most recent employer or education establishment. The second reference may be from a previous employer or a professional character reference. We cannot accept references from a family member.

FREQUENTLY ASKED QUESTIONS (FAQ)



Why do you need to check my eligibility to work in the UK?

In order to comply with legislation, all employers in the UK are required to make basic document checks on every person they intend to appoint for paid or unpaid work. We have to ask all applicants who are offered a role to provide proof that they can be legally offered work in the UK. If we do not see satisfactory documentation, the opportunity may be withdrawn or terminated. This also applies to Board Members and Trustees.

Why do I need a DBS/PVG before I can volunteer for Adoption UK?

It is standard practice for anyone volunteering in the charity sector to have an enhanced DBS or PVG in place if they are going to be working with children or vulnerable people.

In 85% of applications, it can take around 2-3 weeks for a DBS or PVG to be completed. However, sometimes this can take longer and unfortunately you will not be able to join us until it has been completed.

What if I have content on my DBS/PVG?

We will discuss any content disclosed on a DBS or PVG check sensitively with you, and appreciate your honesty. Depending on the nature of your conviction, we will do a risk assessment against the role you have applied for and make an informed decision on the impact of this on our offer.

What will happen to the information on my form?

Information about you will always be treated in strict confidence. All information with regards to recruitment will be collected, stored and used in accordance with GDPR. The data will be used to assess your suitability for the role you have applied for.

Unsuccessful applications will be stored for twelve months before being confidentiality destroyed. Successful applications will be transferred to a personal file.

Please see our Privacy Notice for further information

Queries -

If you have queries on any aspect of the recruitment process, would like additional information, or wish to have an informal discussion about a role, please contact peopleservices@adoptionuk.org.uk



ROLE TITLE:	Trustee
TIME COMMITMENT:	The Board of trustees meets four times a year – these meetings are a mix of virtual and in-person meetings. The annual time commitment is 5 days, plus preparation and reading time, with opportunities for deeper involvement in relevant areas of the charity's work. You will be invited to Adoption UK events. The role is not remunerated but travel and expenses are paid.
ROLE PURPOSE:	To support Adoption UK in the implementation of the charity's strategy and help to develop our work to increase our impact and influence.

In addition to the duties detailed on the next page, each trustee should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.



ROLE DESCRIPTION

- To support Adoption UK by overseeing the implementation of the charity's strategic planning, policy decision making and measuring outcomes
- Support the senior leadership team, adding value and expert advice
- Facilitate change that promotes the care and welfare of potential and existing adoptive children and their families
- Support the organisation to advance the education of the public regarding all aspects of the adoption processes
- Ensure the charity remains true to its purpose.
- Comply with legislation and regulating standards
- Act with integrity, honesty, and transparency
- To ensure the organisation utilises its resources effectively
- To safeguard the good name and values of the organisation
- Ensuring the financial stability of the organisation

QUALITIES

- Committed to improving the lives of adoptive children and their families
- A willingness to devote the necessary time and effort
- Capacity to understand and to empathise with the issues of concern for adoptive and prospective adoptive families
- Committed to Adoption UK strategy, values, and mission
- Commitment to equality, diversity, and inclusion in all aspects
- Acts with integrity, honesty, and openness
- An ability to think creative and strategic
- Encourages creativity and innovation
- Values transparency and consistency

Timetable:

The closing date for this role is 29TH October 2025. However, Adoption UK reserves the right to end the application period sooner so we would recommend you complete the application form as soon as possible,

Shortlisting will be carried out on week commencing 3rd November and you should be notified of an outcome within fifteen working days of the closing date.

The panel will shortlist based on those applicants who best meet the criteria for the role. The date(s) scheduled for interviews week commencing 17th November. These dates may be subject to change and applicants will be advised in advance should this happen.

Queries:

If you have any queries on any aspect of the recruitment process please contact People Services either by email peopleservices@adoptionuk.org.uk or telephone 01295 752253.

If you would like additional information or wish to have an informal discussion about the role, please contact peopleservices@adoptionuk.org.uk.

Key Dates:

CLOSING DATE:	29 th October 2025
SHORTLIST DATE:	Is week commencing 3 rd November 2025
INTERVIEW DATE:	Is week commencing 17 th November 2025