



# Thomley

A place for people of all  
abilities and disabilities



**Trustee Recruitment  
Candidate Resource Pack  
January 2026**



**Thomley**

# Welcome from our Chief Executive

Thank you for your interest in joining our Trustee board as the Treasurer of our Charity.

Thomley has grown significantly in recent years, it is a very exciting time to join us, as we grow and continue to enhance our provision for those with disabilities in the community and beyond.

As Treasurer, your expertise and oversight will play an integral role in ensuring we continue to deliver a financially compliant and sustainable provision for our beneficiaries. In this role, your insight and constructive challenge will help us navigate an indifferent financial climate with confidence.

If you feel you would add value to our board in a role other than Treasurer, we would still welcome your application to join as a Trustee.

Thank you for reviewing our candidate pack and I look forward to hearing from you soon. Please do reach out to me to discuss the role or if you have any questions regarding Thomley.

Kind regards

***Joe Kitchen***

**Chief Executive of Thomley**

## Contact card

Joe Kitchen  
Chief Executive  
[joekitchen@thomley.org.uk](mailto:joekitchen@thomley.org.uk)  
Direct line: 01844 397121  
[Connect on LinkedIn](#)



## Who we are?

The Thomley Hall Centre LTD (Thomley) was conceived in 1997 when a number of families identified the need for their autistic children to have access to adventure play. Thomley Farm was acquired to build a fully accessible play centre in 2000 before officially opening in July 2001. It became a registered charity later that year. Thomley has since developed considerably and today is a centre that welcomes thousands of visitors each year from both the local community and much further afield.

## What we do

Thomley is a place for people of all abilities and disabilities and enhances the lives of disabled people through delivering meaningful and fun activities. Thomley helps develop skills of young people so they can thrive in their day-to-day lives. We provide an exciting site for all abilities and ages along with their families, carers and friends to experience safely and without judgement.

## Our Impact

- \*41,055 people were supported at Thomley in 2025
- \*98% of our surveyed visitors feel more confident after visiting Thomley
- \*Over 5,300 non-disabled people in our community have attended our events in 2025, providing great awareness within our local area
- \*100% of our surveyed parents feel more 'able to cope' thanks to visiting Thomley





# Our vision, mission & values

## Vision

We will enhance the lives and experiences of disabled people, their families and the wider community.

## Mission

We achieve this by providing:

- A lifelong learning and activity centre for people of all abilities and disabilities situated on the border between Buckinghamshire & Oxfordshire.
- A destination which is preferred by our visitors.
- Friendly, trained, experienced staff who understand our visitors' needs.
- A safe, secure, stimulating and non-judgemental environment.
- Activities which enhance the lives of our visitors and the wider community by developing confidence, awareness, skills and social interactions through fun, play and support.

## Values

- Passionate and professional about what we do.
- Supportive and caring.
- Consultative and collaborative.
- Accountable.
- Believers in quality

## Strategic Priorities

### 1. To improve our financial sustainability

We will further diversify our income streams to generate an annual surplus that enables business continuity and continuous investment in the Charity.

### 2. Market and communicate what we do

We will continue developing a dialogue with all of our audiences to ensure we understand their needs and reach everyone who would benefit from Thomley's provision.

### 3. Add value to our visitor experience

We will expand services, programmes and activities, and will continue developing our site to provide new experiences that meet our visitors' needs.



# Our commitment to diversity

We are absolutely committed to equality, diversity and inclusion; being a Charity that supports disabled people, it's always at the forefront of our decision-making, service delivery and the support that we offer.

We are pro-actively seeking people from a range of backgrounds to bring a diversity of voices and challenge. We are particularly keen to hear from people with lived experience of some of the issues we are tackling. For example; being a relative of a person with a disability; providing care for someone with a disability or having a disability yourself.

We value this lived experience on our board of Trustees as highly as learned experience/education.





## Being a trustee – what's involved

A helpful summary of trustee roles and responsibilities can be found in the Charity Commission guidance for new Trustees:

[\*The Essential Trustee: what you need to know, what you need to do \(CC3\).\*](#)



## An exciting time to join us

We are an innovative, creative, and ambitious charity, providing services for people with a disability, of all ages, in our local community and much further afield. We have grown significantly over recent years, now supporting over 40,000 people through a wide range of programmes and services every year. Our programmes offer the best of local community leisure, play, events and learning, in a safe and secure environment - judgement free and accessible for all abilities. Our 10 acre site has been developed considerably in recent years, alongside a committed team of staff, ambitious to support more people, in more ways, than we have before. Thomley is currently in a strong financial position, with excellent financial controls and a recent four year strategy in place to drive us forward in the coming years.

## Recruiting for a Treasurer

The Board is responsible for our strategic direction and governance, ensuring we achieve our charitable objects and are well run. It is a highly rewarding volunteer role, one in which you will make a difference to the lives of thousands of people and work alongside other exceptional Trustees, staff and volunteers to ensure the charity remains the best in its field. We are currently looking for an experienced professional to join our Board as Treasurer and also head up the finance subcommittee which currently meets monthly. The Treasurer plays a key role in overseeing the charity's financial health and ensuring the Board can make informed and responsible decisions.

The majority of our trustees are professionals from a range of sectors and this role can work around professional or personal commitments. Previous trustee experience isn't a requirement to apply and you will be supported into the role through an on-boarding and induction process with our Chief Executive and fellow board members.

Applications are invited from individuals who are able to think strategically, to challenge and scrutinise appropriately, read, understand and interpret complex information and to work collaboratively and inclusively.

Ultimately, trustees make decisions on critical issues including finances, HR, policies, new projects, managing serious issues and the future of the organisation.



**Being a trustee of a charity involves a range of responsibilities and duties that are crucial for the effective governance and operation of the charity. Here are some key aspects of what it entails:**

**Legal and Ethical Responsibilities:** Trustees are legally responsible for the charity's management and administration, ensuring compliance with the charity's governing document and relevant laws and regulations. They must act in the best interests of the charity and its beneficiaries.

**Governance and Strategy:** Trustees oversee the charity's governance, including strategic decision-making, risk management, and financial oversight. They ensure that the charity's resources are used effectively to achieve its charitable objectives.

**Community Engagement:** Trustees often engage in community events and serve as ambassadors for the charity, promoting its work and initiatives.

**Continuous Learning:** Trustees learn new skills and gain insights into the charity's operations, which can be beneficial for their own development and the charity's success.

**Support and Advice:** Trustees may receive support and advice from the charity's governing body and other resources to help them fulfil their roles effectively.

Being a trustee is a rewarding way to contribute to a cause you care about while developing leadership and strategic skills. It is a role that requires commitment, dedication, and a willingness to take responsibility for the charity's success.

## Trustee Job Description

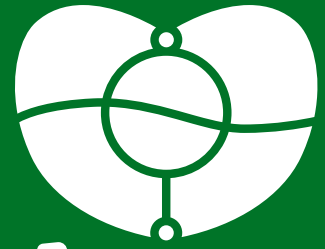
<b>Role Title:</b>	Trustee – Treasurer
<b>Reports to:</b>	Chair of Trustees
<b>Location:</b>	Hybrid / Thomley, Worminghall, HP18 9JZ
<b>Salary:</b>	Voluntary Status. Reasonable expenses can be claimed.
<b>Time commitment:</b>	Attendance at quarterly Board meetings (virtual / in person). Additional Finance Sub Committee meetings. Additional input remotely when required. Approximate time of one day per month.

## Overall Board Objective

The Board of Trustees is responsible and accountable for the overall strategic direction, legislative compliance and financial viability of the Charity. As a Board member, the Trustee acts in the best interests of the charity by sharing these general responsibilities as well as providing more specific professional support and guidance in defined areas.

## General responsibilities of the Trustee role

- \* Contribute to the provision of overall direction and leadership for the charity and to develop strategic objectives in accordance with the charitable objectives.
- \* Provide ongoing professional support for the Chief Executive (CE) and Senior Management Team to enable Thomley to meet the objectives.
- \* Be aware of and abide by the charity's governing document and understand the legislation relating to charities and ensure that the charity operates within the law.
- \* Be aware of the financial and operational position of the charity to ensure it complies with its responsibilities.
- \* Attending meetings of the Board as required: this will normally entail attendance at a minimum of 4 meetings per annum.
- \* Awareness of risk management for the charity.



# Thomley

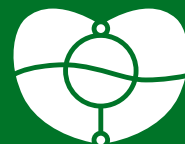
## Specific responsibilities of the Treasurer

The Treasurer's role is to provide financial leadership and oversight for the charity. This includes reviewing, approving, and presenting budgets, accounts, and financial statements, as well as preparing and delivering clear financial reports to the Board.

The Treasurer also ensures that effective accounting procedures and controls are in place, and works closely with the Chief Executive, fellow trustees, and the senior team to support sound financial management and decision-making.

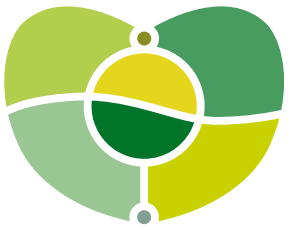
### Treasurer responsibilities include:

- \* Understanding the accounting procedures.
- \* Guide and advise the Board on the key assumptions and financial implications of the budgets, operational and strategic plans and keep the Board informed about its financial duties and responsibilities.
- \* Ensure that the organisation has an appropriate reserves policy
- \* Support the CEO and provide advice on the preparation of budgets, accounts and financial statements for review and approval by the Board.
- \* Ensure that annual accounts are prepared in compliance with SORP (Statement of Recommended Practice) and submitted by the deadline to the Charity Commission, for them to be audited or independently examined as required.
- \* Lead regular finance sub committee meetings with the finance committee and members of the staff team.



# Thomley

## Ready to submit an application?



Thank you for deciding to put yourself forward to join Thomley's Board of Trustees. Please apply by emailing our Chief Executive, Joe on the following email address: [joekitchen@thomley.org.uk](mailto:joekitchen@thomley.org.uk)

Applications will require a cover letter (maximum of two pages) and an up to date CV. We would like to see the following items included within your cover letter:

- \* Why are you interested in joining as a Trustee of Thomley?
- \* Elaborating on your prior experience from employment, study, community or voluntary work
- \* What skills and specific experience would you bring to this role?

You are welcome to send your cover letter and CV in any format that is accessible and appropriate. If you would benefit from a call to discuss the role or any of the content of this pack in more detail, please email Joe to arrange a suitable time. Having a call of this nature will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential. If you yourself have a disability or require reasonable adjustments during the application or interview process, we will support your needs and adapt the process accordingly.

### **The closing date for applications is Saturday 28th February**

Short-listing for interviews will hopefully take place the following week, providing we have received a sufficient range of candidates. You will be contacted within 7 days of 28th February whether you will be invited to interview for the role or otherwise.

## Who we're looking for

- \* Someone with a recognised financial qualification or equivalent knowledge gained by experience.
- \* Previous experience of working with/in a charity or not-for-profit organisation is useful experience but not essential.
- \* A willingness to devote the necessary time and effort, to attend Board meetings every quarter, plus a monthly / bi-monthly finance sub-committee meeting.
- \* The ability to work effectively with fellow Trustees and staff whilst recognising the difference between strategic overview and operational functionality.
- \* The ability to take a strategic approach to financial planning and oversight.
- \* The ability to balance strategic planning with reactive decision making.
- \* Someone who adapts effectively to change and new opportunities
- \* Highly developed communication and interpersonal skills, with a genuine enjoyment of working inclusively and collaboratively with people from diverse backgrounds.
- \* A willingness to raise issues constructively and in the best interests of the charity.
- \* A commitment to serving the community.
- \* Ability to recognise and mitigate financial risks.

**If you think that you are not right to be our Treasurer, but would add value in other areas on our board of Trustees then we would still love to hear from you.**



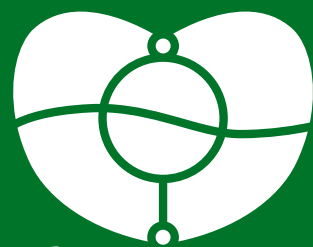




**Thomley**  
**Old Thomley Hall Farmhouse,**  
**Menmarsh Road,**  
**Worminghall,**  
**Buckinghamshire,**  
**HP18 9JZ**

**[www.thomley.org.uk](http://www.thomley.org.uk)**

**Registered Charity Number: 1089224**  
**Registered Business Number: 4297671**



# **Thomley**