



When you wish upon a Star



APPOINTMENT OF TRUSTEE RECRUITMENT PACK



WHENYOUWISHUPONASTAR.ORG.UK

INTRODUCTION FROM OUR CHAIR OF TRUSTEES



Dear Candidate,

Thank you for your interest in When You Wish Upon a Star, and in becoming a Trustee.

At When You Wish Upon a Star, our mission is beautifully simple: to bring joy to the lives of children battling life-threatening illnesses by granting their heartfelt wishes. Founded in Nottingham by Barbara White OBE in 1990, we started with a dream—a dream sparked by a brave four-year-old who wished to meet Mickey Mouse.

Since 1990, we've proudly granted over 19000 wishes, each one possessing the incredible power to transform the lives of the children and families we are privileged to work with.

We know that we cannot afford to sit back and rely on the successes of the past. Keen to grow and develop the Charity, we will soon be embarking on an ambitious 3-year strategic plan to ensure the Charity continues to make magical memories for years to come.

To help us to succeed we are looking for two exceptional Trustees to come and join us. We are looking for individuals who have Charity Governance and Fundraising backgrounds. Someone who will provide strategic direction, inspire our brilliant staff and who would be a great ambassador for the Charity.

I do hope you find this information pack useful and having read about the amazing work we do, feel you would like to be part of the fantastic Team at When You Wish Upon a Star.

DR. TREVOR MILLS, CHAIR

ABOUT WHEN YOU WISH UPON A STAR

AS NATIONAL CHARITY 'WHEN YOU WISH UPON A STAR' HAS A SIMPLE MISSION TO GRANT THE WISHES OF CHILDREN LIVING WITH LIFE THREATENING OR TERMINAL ILLNESSES.

From becoming a fairy princess or a soldier for a day, to meeting celebrities like the Red Arrows or Mary Berry, our wishes cover a broad spectrum. Some wish for laptops to stay connected during hospital stays, while others dream of the magical experience of swimming with dolphins and meeting favourite characters in Disney World, Florida. Whatever the Wish, it is always a privilege helping create memories for our amazing and inspirational families along the way.

In addition to our year-round wishes, we organise special treats and outings, such as our enchanting Harry Potter-themed trips aboard the Belmond Northern Belle train. This immersive journey features characters, magic, flying broomsticks, and captivating costumes to keep the children amazed and entertained all day.

Last December, we transport hundreds of children from hospital beds to sleigh rides, whisking them away from appointments and treatments to the winter wonderland of Lapland in Finland. 2023 celebrated 30 years of Lapland Adventures for When You Wish Upon a Star.





RUBY'S WISH

Princess Ruby was invited to dance in Clara's magical dream at the Nutcracker Ballet. The family was warmly welcomed as guests of honour at the 5-star Waldorf Astoria Edinburgh - The Caledonian, where Ruby even had her own Nutcracker soldier guarding her room.

On the day of the ballet, Ruby's Wish to meet a Prince came true. Andrew Peasgood, the Nutcracker Prince and Principal Dancer from the Scottish Ballet, surprised her with a Wish pack full of ballet tickets, treats, and a magical message.

Ruby and her family were whisked away to the ballet in a stunning horse-drawn carriage from McIndoe Horse Drawn Carriages, traveling along the iconic Princes Street. Upon arrival, they were greeted by Snowflake dancers and the Prince, who led Ruby into the auditorium for a personal, magical moment.

Lights dimmed, soft music played, and Ruby was led onto the stage where snow fell and dancers greeted her. The Sugar Plum Fairy, Bethany Kingsley-Garner, gifted Ruby a pair of signed pointe shoes, making the evening even more special. Ruby and her family enjoyed the Nutcracker from their private dress circle box, making it a truly unforgettable Wish.

OUR MISSION, VISION, & VALUES

“To relieve the need of terminally ill or sick children and in particular to assist such children to have a holiday and/or entertainment, and to relieve the need of the families of such children”

OUR STRATEGIC DIRECTION FOR THE NEXT 3 YEARS:

- ✓ To create magical memories that have a lasting impact
- ✓ To provide an accessible wish experience
- ✓ To actively increase awareness of the Charity and its activities
- ✓ To continue to increase income through a variety of income streams
- ✓ To reduce the Charity's carbon footprint



OUR STAR VALUES

SUPPORTIVE - TRUSTED - ACCOUNTABLE - RESPECTED

OUR PEOPLE

Our leadership team are responsible for providing strategic and operational leadership within the Charity and is led by the Chief Executive.

The Board of Trustees governs the affairs of the charity, ensuring that the Charity is well run and delivers our charitable outcomes , providing Wishes & treats to children with life threatening or terminal illnesses.



THE ROLE AND RESPONSIBILITIES OF A TRUSTEE

Charity law gives Trustees a legal responsibility for a charity. To support this trustees also have specific duties. The main duty of all charity trustees is to advance the purposes of their charity.

Trustees are responsible for the performance of the Charity, its culture & values, and for ensuring that When You Wish Upon a Star complies with all legal & regulatory requirements. Trustees provide strategic guidance and leadership, using their skills and experience to help drive and grow the Charity.

The role of the Trustee Board is to hold the Charity in trust for current and future beneficiaries by making sure the Charity has a clear strategic direction and is focused on achieving this. The Trustee Board also acts as guardian of the Charity's assets, both tangible and non-tangible, ensuring due care is taken over the security and use of its assets.

THE PRIMARY DUTIES OF A TRUSTEE ARE:

- To ensure the Charity complies with its governing documents, relevant legislation and regulatory requirements.
- To ensure the Charity pursues its charitable purpose through the setting and overseeing long term strategy.
- To ensure the Charity applies its resources in the pursuance of its charitable objectives.
- To protect and manage the Charity's resources, ensuring proper investment of Charity funds.
- To ensure effective and efficient administration of the Charity, including making sure appropriate policies, procedures and controls are in place.
- To ensure the values of the Charity are articulated and reflected throughout the Charity with trustees, staff, volunteers and beneficiaries.
- To take reasonable steps to protect from harm those who come in to contact with the Charity, including promoting a fair, open and positive culture. Ensuring all involved are able to report concerns, will be heard and responded too.
- To ensure the Charity has a governance structure that is appropriate to its developing size and complexity.
- To exercise effective overall control of the Charity's financial affairs and to ensure financial stability of the Charity.

PERSON SPECIFICATION

We are particularly interested in hearing from candidates with charity governance, and fundraising backgrounds.

The successful candidates should be able to demonstrate the following key skills and attributes:

- A commitment to the ethos, purpose and values of When You Wish Upon a Star
- A willingness to devote the necessary time and commitment to the Trustee role
- An understanding and acceptance of legal responsibilities and liabilities of charity trusteeship
- A commitment to abide by the Code of Conduct for Trustees
- The ability to think strategically, together with the ability to focus on practical issues
- An ability to work effectively as a member of the team, with skill and understanding
- An ability to think creatively and a willingness to speak openly whilst working collaboratively towards a consensus
- The ability to build positive relationships with key stakeholders, including staff and families.

TERMS OF APPOINTMENT

The Board of Trustees currently meets monthly at our Nottingham Office. Whilst in person attendance at meetings is preferred, it is recognised there will be occasions where this is not always possible therefore remote attendances options are available.

Trustees shall serve on the Board for a 3 year term. They may serve a maximum 3 consecutive terms, unless the Board determines there are exceptional circumstance which would prevent this.

Expenses

Our Trustees are volunteers, although reasonable out of pocket expenses are payable.

Induction & Training

An induction programme for new trustees is provided, including an optional “buddy” system with a long-standing Trustee. Specific training can be provided where necessary.

HOW TO APPLY

If you feel you have expertise in the following areas: Charity Governance and or Fundraising, share our values, can commit to attending regular Trustee meetings and want to help shape the strategic direction on the Charity, then we want to hear from you.

Please send a short CV and covering letter to hr@whenyouwish.org.uk

We look forward to hearing from you and Good luck!



WHENYOUWISHUPONASTAR.ORG.UK

CHARITY REG: 1060963 COMPANY REG: 3280440 OSCR REG: SCo49019