

JANUARY 2025

# TRUSTEE TREASURER RECRUITMENT PACK

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**GCS**  
GLOUCESTERSHIRE   
COUNSELLING SERVICE

# ABOUT GCS

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Gloucestershire Counselling Service (GCS) is Gloucestershire's leading counselling charity, delivering services to the community since 1978. With over 60 clinical staff and 40+ volunteers, we deliver counselling services both from our counselling rooms based around the county and remotely, as well as training in counselling skills and counselling qualifications.

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## WELCOME

I am delighted that you are interested in joining the GCS trustee team.

We are committed to empowering people to make positive changes in their lives and believe that counselling is how this can happen. We are looking for a new Chair to lead the charity through the next stage of our journey.

We have a longstanding legacy, being formally founded as a charity in 1984 and are Gloucestershire's largest counselling charity that offers counselling services to adults & children. We have grown significantly as an Organisation over the past five years and have played a key role in the COVID response to the mental health crisis and continue to see demand for our services rise. With recent ONS data suggesting 25% of the population feels anxious, there is clearly plenty for GCS to do! GCS has been on a journey of professionalisation and is well equipped to respond to the challenges of being a middle-income charity within a complex and challenging environment. GCS is moving forward with passion and commitment and as our Chair, you will help us.

We are committed to ensuring that we reach further into the communities of Gloucestershire and continue to provide the access to counselling services that we are extremely proud of.

As our Treasurer, you will help us shape the way we work and deliver on our vision. We want to harness your experience and insight as we drive forward on our mission. Together we can champion and action our belief that counselling plays a powerful role in enabling change.

If you would like to join us, please get in touch!

**From our Chair, John Diamond**

# OUR IMPACT

At GCS, we empower people to make lasting, positive changes.  
We don't just listen—we drive meaningful transformation.



**88%**

Report better management of difficult feelings



**78%**

Saw an improvement in their self-confidence



**66%**

Developed stronger relationships with family & friends



**75%**

Improved clarity in decision-making

We provide a professional, safe space for growth, helping clients break emotional barriers and lead fulfilling lives.

## SESSIONS DELIVERED:



**13,512**

ADULT SERVICE



**2,992**

SCHOOLS SERVICE



**180**

CHILD & FAMILY SERVICE

**87% of our counselling sessions are financially supported, ensuring access to those who need it most.**

## VOICES OF OUR SERVICE USERS

*"Counselling has changed my life completely. It took me 10 years to seek help and guidance, and it is the best thing I've done for myself. I cannot thank GCS enough."*

*"It has helped me look straight in the eye issues and events too painful to address on my own or with a layman. This has cleared obstacles to my health, wealth and happiness."*

# ABOUT THE ROLE

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The role of treasurer involves overseeing the charity's financial health, ensuring accurate financial reporting, and supporting long-term financial planning. The treasurer works closely with the CEO, SLT and trustees to provide financial insights that inform strategic decisions, ensuring compliance with charity regulations and managing risks. They also play a key role in budgeting, forecasting, and presenting financial information to the board, ensuring transparency and sustainability in GCS's operations. Experience in charity finance and a strong understanding of governance and stakeholder engagement are essential for this role. GCS has a strong and committed Board who are looking forward to welcoming a new Treasurer as our current Treasurer enters his third and final term - please see details of our board member [here](#).

# WE ARE LOOKING FOR

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## PERSONAL QUALITIES

- Strong attention to detail and accuracy
- Strategic thinker with a forward-looking approach
- Collaborative team player who can work effectively with the board, CEO, and Senior Leadership Team
- Excellent communicator, able to simplify complex financial data for non-financial board members
- Committed to the mission and values of Gloucestershire Counselling Service

## EXPERIENCE

- Prior experience as a treasurer or senior financial role within a charity or other organisation.
- Experience in reviewing budgets, financial forecasting, and/or auditing
- Proven track record of overseeing financial risk management and ensuring compliance with charity regulations.
- Experience in supporting fundraising initiatives and financial planning in a charitable context would be desirable but not essential

## KNOWLEDGE & SKILLS

- Strong understanding of accounting principles, financial reporting, and charity-specific financial practices, including the Charities Statement of Recommended Practice (SORP).
- Expertise in preparing and managing budgets, analysing cash flow, and ensuring financial sustainability.
- Familiarity with the financial challenges facing charities, including restricted and unrestricted funding.
- Proficiency with financial software and tools used in the charity sector.
- Awareness of the legal responsibilities of trustees and governance requirements within the charity sector.

# FURTHER DETAILS

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## TIME COMMITMENT

The Treasurer role requires approx. 4 hours per month. The schedule of commitments are; the AGM, 4 quarterly board meetings held at Alma House in Stroud, attendance of sub-committees min. three per year and regular meetings with the Chief Executive/ Head of Finance & Operations

## TERMS

GCS Trustees service one term of three years and if re-elected can serve a further two terms.

## REMUNERATION

This is a voluntary role and all trustees are eligible to claim reasonable expenses for attending to the charity's business, including travel expenses for attending meetings.

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## GET IN TOUCH

If you would like to have an informal conversation with the Chair or Chief Executive about GCS we would be delighted to hear from you. Please contact [fiona.p@gloscounselling.org.uk](mailto:fiona.p@gloscounselling.org.uk)

# HOW TO APPLY

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Please send a CV and cover letter stating why you are interested in applying for the role, how your skills and experience are relevant to the role, how you can add value to the Board and any other relevant information. Please send your application to: [fiona.p@gloscounselling.org.uk](mailto:fiona.p@gloscounselling.org.uk)

All applications will be treated as confidential. Shortlisting will be carried out immediately after the closing date, and an opportunity will then be made for shortlisted candidates to meet with the Chair & CEO (most likely online).

## COMMITMENT TO DIVERSITY

We are committed to improving the diversity of our Board and we welcome applications from all ages, abilities and backgrounds.

**APPLICATIONS CLOSE 31ST JANUARY 2025**

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