

# RECRUITMENT PACK

TREASURER



The  
Parent  
Rooms

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# LETTER FROM THE CHAIR

Dear potential trustee,

Thank you for your interest in joining the Board of The Parent Rooms.

The Parent Rooms is a growing, dynamic, and passionate organisation that supports parents during some of their most difficult experiences with mental and emotional wellbeing. From humble beginnings as a group of parents seeking support for one another, our charity has grown rapidly in the past year and we are in the process of creating something truly magical.

Due to the challenges we've all experienced in recent years, the demand for our services continues to rise and we are now looking for passionate and skilled trustees to join our Board and help us reach our vision.

Our Board is made up of volunteers who give their time, skills, and perspectives to oversee and guide The Parent Rooms. They help to develop and achieve our vision and strategy in the spirit of our values, as well as within charitable law and guidelines

We will have five vacancies on our Board this year as we seek to fill a number of gaps in our expertise, skills, and experience and help to propel our organisation into its next phase of development. We want to ensure we have the diversity of perspectives we need to govern The Parent Rooms as effectively as we can.

We are currently looking for skills and experience in fundraising, human resources, and financial management, and we are seeking a new Chair who can dedicate the time and resources that this young charity needs to continue its growth and development. Finally, we are also seeking a Board Secretary who can help the Board to run effectively and ensure correct procedures and processes are followed at meetings.

We will provide a full induction program for all new trustees to help you understand your role and how it fits within our organisation.

If you are interested in joining our team and have the time and enthusiasm to encourage, challenge and support us to be the best we can be - we would love to hear from you.

*Karen McCloskey*

Chair

# WHO WE ARE

The Parent Rooms is a mental health charity that supports parents in Northern Ireland to move beyond crisis and distress and into a place of wellness, social connection, and fulfilment.

Established by parents with their own lived experience of mental health difficulties, The Parent Rooms aims to empower parents to take control of their own well-being through engagement with a supportive community, to evolve with new wellbeing skills, and to finally empower others to begin their wellbeing journey.

# OUR HISTORY

The Parent Rooms was founded by Michelle Bradley, a mum who was experiencing postnatal depression, anxiety, and obsessive-compulsive disorder. Michelle's mental health difficulties, though significant and life-altering, were not deemed severe enough to access specialist support.

After being unable to find appropriate help, she began to seek support groups in her community. At the time, no such groups existed so Michelle decided to set up an online forum that could provide a safe environment for herself and other parents to gather and support each other, share experiences, and ultimately feel less alone. This group grew rapidly and continues to thrive with people from all over Northern Ireland joining and caring for each other.

As the group grew and the needs of parents emerged, we decided to create a charity that could offer more in the way of support, tools, and social connection, a service dedicated to the wellbeing of parents. In 2019, The Parent Rooms was born.

Our organisation is led by parents who understand on a deep personal level what the people we support are experiencing. We take a parent-centred and parent-led approach to everything we do, ensuring that all parents who access our service are given the best opportunity to take control over their well-being and no one is left to struggle alone.



Community space to meet and socialise with other families



Access to mental health support e.g. peer support/counselling



Wellbeing programs such as meditation, art therapy, and coping skills



Family activities that promote bonding & family wellbeing



Baby bonding classes such as sensory and massage



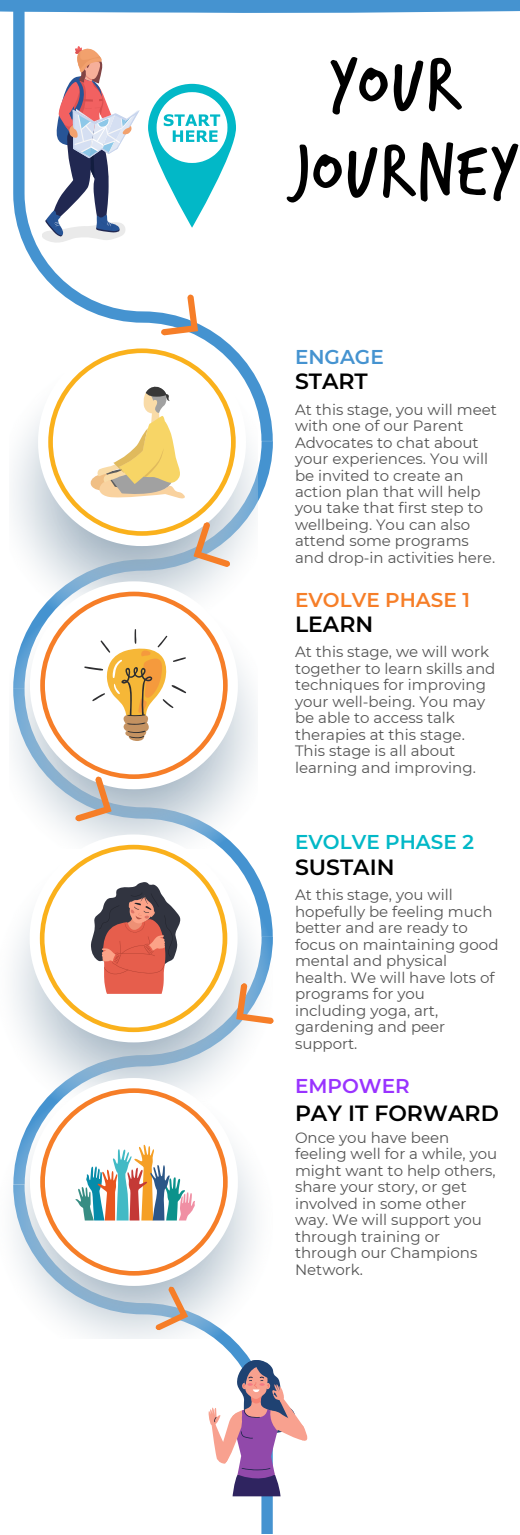
Couples activities to learn to support each other

# WHAT WE DO

The overall aim of The Parent Rooms is to create a circle of support around you, providing a safe space in which you can explore how you are feeling, make friends with others who understand your experiences, and learn tools to help you take control over your own recovery.

Our focus is to empower you to take control over your experiences and we do this through our three-step model: Engage.Evolve.Empower. which meets you where you are in your mental health journey and provides a clear pathway for wellness.

The Parent Rooms is first and foremost a community space in which you can come together with other parents, seek support for your mental health, learn tools to manage your wellbeing, and have opportunities for therapeutic support where appropriate.



# HOW DO YOU FIT IN?

The Parent Rooms is an inclusive organisation committed to advancing anti-racism and inclusion. We particularly welcome applications from Black, Asian, and Minority Ethnic people, and support applications from neurodiverse individuals. If you have any additional needs that can accommodate you through the application process please let us know. We are an equal opportunities employer.



## OVERVIEW

As the Treasurer of our organisation, you will play a pivotal role in safeguarding our financial health and ensuring the responsible management of resources. Your meticulous financial stewardship and strategic insights will be instrumental in our continued success. This position offers a unique opportunity to make a substantial impact and contribute to our financial sustainability.



## KEY RESPONSIBILITIES

### 1. Financial Management:

- Oversee the organisation's financial operations, including supporting the CEO with budgeting, financial planning, and reporting.
- Monitor cash flow and investment strategies to optimise financial performance.
- Ensure compliance with financial regulations and reporting requirements.

### 2. Budget Oversight:

- Collaborate with the CEO to develop and manage the annual budget.
- Provide financial projections and recommendations to support informed decision-making.
- Track budget variances and recommend corrective actions when necessary.

### 3. Financial Reporting:

- Support the CEO in preparing accurate and timely financial reports, statements, and presentations for the board of directors.
- Communicate financial information to board members and stakeholders in a clear and accessible manner.
- Ensure transparency and accountability in financial reporting.

### 4. Investment Management:

- Manage the organisation's investments and assets prudently, considering long-term financial sustainability.
- Evaluate investment opportunities and provide recommendations to optimise returns.

### 5. Audit and Compliance:

- Coordinate annual audits and work closely with auditors to ensure compliance with accounting standards.
- Implement and maintain strong internal controls to safeguard organizational assets.

### 6. Financial Strategy:

- Collaborate with the board and executive team to develop financial strategies that align with the organisation's mission and goals.
- Identify opportunities for revenue growth and cost optimisation.

# HOW DO YOU FIT IN?



## SKILLS & EXPERIENCE

- Bachelor's degree in finance, accounting, or a related field; a relevant advanced degree or professional certification (e.g., CPA) is preferred.
- Proven experience in financial management and leadership roles, with a track record of fiscal responsibility.
- Strong analytical and financial modeling skills.
- Excellent knowledge of financial regulations, accounting principles, and best practices.
- Proficiency in financial software and tools for budgeting and reporting.
- Exceptional communication and interpersonal skills, with the ability to convey complex financial information to non-financial stakeholders.
- Commitment to ethical financial practices and transparency.

## HOW TO APPLY

To apply, please send your expression of interest to [michelle@theparentrooms.co.uk](mailto:michelle@theparentrooms.co.uk). Please give an outline as to why you are interested in joining our organisation and how you meet the guidance outlined in this recruitment pack.

Following receipt of your application, we will arrange an informed conversation with you where we will be asking questions such as:

1. What is your background in finance, accounting, or related fields?
2. Can you describe your experience in financial management and accounting, including any relevant certifications (e.g., CPA)?
3. Have you previously served as a Treasurer or held a financial leadership role in a similar organisation?
4. What strategies would you employ to optimise our financial performance and ensure fiscal responsibility?
5. Can you describe your experience with financial audits and working with auditors?
  - Understanding their audit experience can help ensure effective financial oversight.
6. What steps would you take to ensure financial transparency and ethical conduct within the organisation?\*
7. What financial software and tools are you proficient in using for budgeting, financial analysis, and reporting?
8. What interests you about our organisation's mission, and why do you want to serve as our Treasurer?