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**Trustee Information Pack**  
**Wellspring Scotland**

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**1. Welcome from the Chair**

Thank you for your interest in becoming a trustee of Wellspring. As a trusted mental health charity offering counselling and psychotherapy, Wellspring plays a vital role in the lives of many individuals and families in Scotland. Trustees are essential to our work – your support, guidance and governance will help ensure that we continue to serve our community with compassion, professionalism and sustainability. We look forward to welcoming your skills, passion and insights to the Board.

**Mike Reid**

Chair of the Board, Wellspring Scotland

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**2. About Wellspring Scotland**

Wellspring, established in 1978, is a leading centre for the provision of affordable high-quality psychotherapy and counselling services across Edinburgh. We are based in Leith, Edinburgh. People come to Wellspring seeking help with a broad range of issues including: anxiety, depression, life changes, relationships, eating disorders, bereavement and loss, gender and sexuality issues, alcohol and substance misuse.

In the last financial year, Wellspring delivered over 9,800 individual sessions, generating income of £430,000. The income figure includes £90,000 of grant funding which is used to deliver free-of-charge sessions.

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**3. Who We're Looking For**

We are looking to expand the current trustee board to add expertise in specific areas, and as part of transition planning as some of the existing trustees approach the end of their appointment. We welcome applications from people of all backgrounds, particularly those with lived experience of mental health challenges or working in underserved communities.

**Skills we are particularly seeking are:**

- Finance and accountancy
- Fundraising and income generation (ideally within a charity context)
- Legal expertise (particularly charity or employment law)
- HR
- Organisational development

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**4. Role of a Trustee**

The Board is responsible for the financial and legal welfare of Wellspring and for the broad operational strategy. The Board is also ultimately responsible for ensuring that Wellspring is fulfilling its objectives as stated in the governing documents.

As a Trustee, you will play a key role in the governance and strategic direction of Wellspring. Trustees ensure the charity is well-run, financially stable and meeting its objectives. This is an opportunity to use your knowledge and experience to help shape the future of an organisation that makes a real difference to the lives of our clients. We are proud of our history whilst also

looking to the future and you will play a key role as we consider changes to our business model that will ensure our ongoing sustainability.

### **Key Responsibilities**

- Ensure Wellspring complies with charity law, company law and its governing document
- Contribute to strategic decision-making and policy development
- Ensure financial oversight and approve budgets/accounts
- Support and hold to account the Chief Operating Officer
- Safeguard the charity's assets and reputation
- Act in the best interests of the charity and its beneficiaries

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### **5. Legal Duties of Trustees**

Trustees must adhere to duties under the **Charities and Trustee Investment (Scotland) Act 2005**, including:

- Duty of care
- Duty to act in the interests of the charity
- Duty to act with integrity and avoid conflicts of interest
- Duty to ensure proper use of charitable funds and compliance with OSCR

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### **6. Time Commitment**

- Annual General Meeting
- Board Meetings: Held quarterly (Thursday evenings, in-person or hybrid)
- Board Sub-Committees: Optional involvement of the Finance & Fundraising and HR groups
- Occasional strategy away days and training sessions

**Typical time commitment:** 2-4 hours per month

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### **7. Support for Trustees**

- Induction & Onboarding: All new trustees receive a tailored induction
- Training: Opportunities for external and in-house governance and charity training
- Expenses: Travel and other reasonable trustee expenses reimbursed

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### **8. Our Governance Structure**

- Board of Trustees: Responsible for strategic oversight and charity governance
- Chief Operating Officer: Reports into the Board, leads day-to-day operations and manages staff
- Clinical Managers: Report to the COO, oversee the delivery of therapy sessions

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### **9. How to Apply**

To express your interest in becoming a Trustee, please send a short cover letter outlining why you're interested and what you would bring, together with a copy of your CV. We are happy to arrange informal conversations with the Chair before applying

**Send to:** [Carolyn.benjamin@wellspring-scotland.co.uk](mailto:Carolyn.benjamin@wellspring-scotland.co.uk)

**Deadline:** on-going

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