

Trustee Recruitment Pack 2025

A Message from the Chair of Trustees

Thank you for showing an interest in joining CCS as a Trustee.

I am delighted to introduce CCS Adoption, a charity which finds permanent loving homes for children waiting to be adopted, including those who tend to wait longest (older children, sibling groups, black and minority ethnic children and children with complex health needs). We also provide specialist, post-adoption support for children and families, from the very beginning of their adoption journey, for as long as they need us.

On a personal note, I have been a Trustee with CCS Adoption for fifteen years, four of which I was Chair. It has been a great privilege and pleasure to be involved with this wonderful charity. However, it is now time for me to retire and time for a new Chair to be elected. If you feel you would like to take on this challenge and be part of a very worthwhile cause, then we would love to hear from you.

Best Wishes,



S. A. Lockwood

Chair of Trustees



The Park Centre, Daventry Road,
Knowle, Bristol BS4 1DQ

0117 935 0005
info@ccsadoption.org
www.ccsadoption.org



Registered charity no. 286814
Registered charity: CCS Adoption

The Charity

CCS Adoption was founded in 1904, and over the years our work has developed in many different ways to support the communities in which we operate, but always with the focus on helping children who need of a permanent, stable and loving family unit. We are an independently funded, registered charity and Adoption Agency. We work to the highest standards to maintain our strong reputation, putting relationships at the heart of what we do. We have been an Ofsted 'Outstanding' rated agency consistently since 2010.



CCS offers a comprehensive Adoption service that includes recruiting, training, assessing and approving adopters, and undertaking family finding activities to create adoptive families. The charity specialises in finding families for children who have specific needs and often wait longer for a family, including sibling groups, older children and those from ethnic minority groups.



There is a common perception that children who are adopted cease to be disadvantaged at that point, because they are no longer at risk of abuse/neglect and have the love and support of their new family. However, this is not the case. The trauma that many adopted children have experienced has a lasting impact, affecting all areas of their young lives, often for many years.

We support the child and family throughout the adoption process and, recognising the lifelong impact of adoption, offer Adoption Support via our social work, Adoption Support and Therapy services.

Find out more [here](#).

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Vision, Mission, and Values

Vision

A world where every child grows up in a safe, loving family.

Mission

Our core purpose is to create a positive future for children by building families and enabling them to grow and thrive.

Values

- Child Centric – we will always put the needs of the child first through everything we do.
- Accepting & Inclusive – we will be accepting of all and champion inclusivity.
- Leading & pioneering – we will maximise our creativity to pioneer and lead on issues that are close to our hearts.
- Responsible & Sustainable – we will run our organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

Our Impact in 2025

- Our full Achievements report can be found in our website.
- For all the latest information about CCS, please follow us:
 - [Facebook](#)
 - [Instagram](#)
 - [LinkedIn](#)
 - [YouTube](#)

Ofsted Outstanding

Download and read our latest Ofsted report [here](#).



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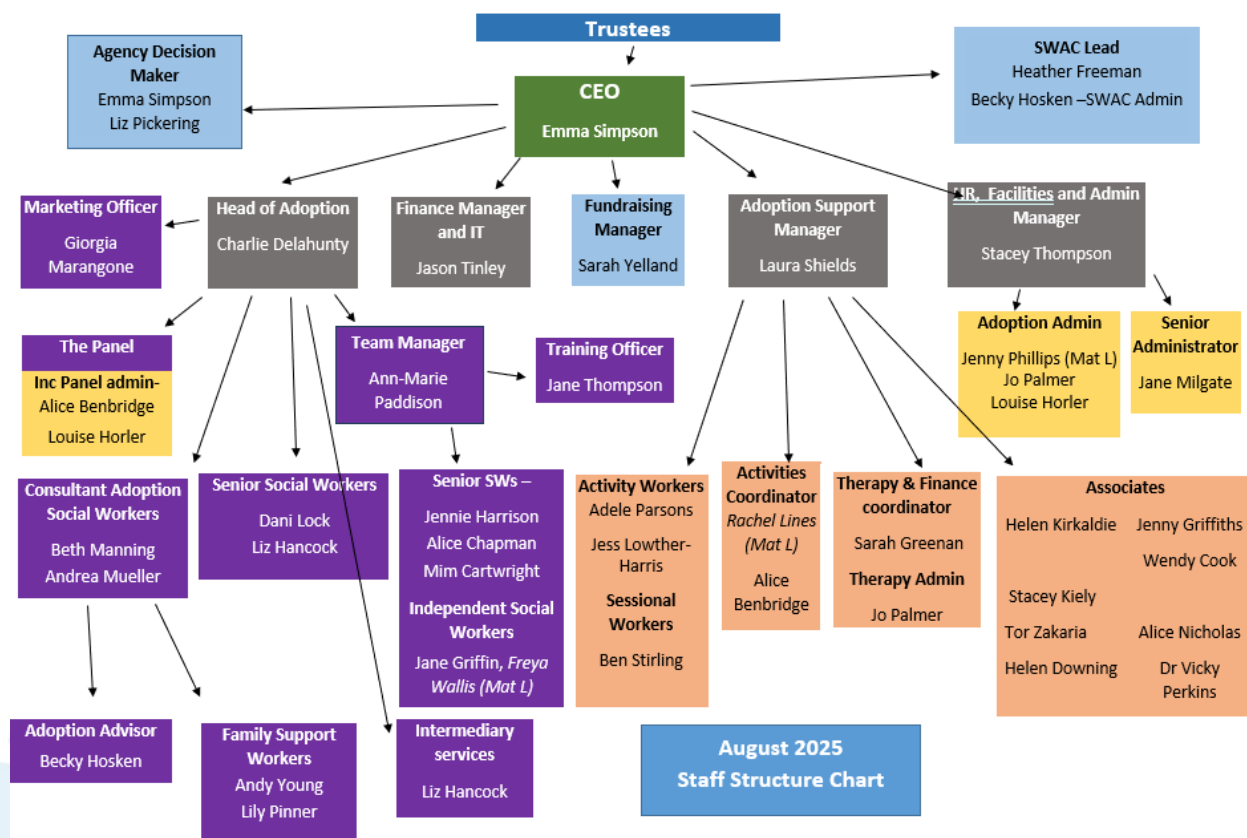
Our People

The Chief Executive Officer, Emma Simpson, and her team of 30 staff carry out the day-to-day business of the charity, along with sessional staff, associates and volunteers.

The Senior management team are a small team of highly experienced professionals in each of their fields, who are dedicated to ensuring the ongoing high-quality services that CCS provides to families. At CCS, we are lucky to have a number of adoptive parents who also work for us, ensuring we keep the voice of the adopter at the centre of our work. Through our Adoption Support activities, we also engage with children and young people and seek ways for them to give feedback and influence what the charity does next.



CCS's Staff Structure (August 2025)



The Board of Trustees

The Board currently consists of Trustees, including a Chair and Vice-chair. Our Trustees bring a broad range of skills, knowledge and experience to the Charity.

The role of the Trustees includes:

- Legal oversight of the charity, ensuring CCS complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that CCS pursues the charitable objects as defined in the Articles of Association and is focused on achieving them for the benefit of the public.
- Setting the charity's strategic direction, including a clear vision, mission and strategy; setting targets and evaluating performance against agreed targets.
- Responsibility for the charity's financial security; acting as guardians of the charity's assets, taking all due care over their security, deployment and proper application.
- To ensure the effective and efficient administration of CCS.
- The appointment of the CCS's Chief Executive and ongoing monitoring of their work in the day-to-day running of the organisation. While the day-to-day running of the charity is delegated to the CEO, the trustees are ultimately legally responsible.

The position of Trustee is on a voluntary basis and is unpaid. Trustee meetings are held a minimum of four times a year, currently in person in our Bristol office, with the option to join online. Each meeting lasts three hours, starting at 4 pm with a 'Meet the Trustees' session, which is open for staff to attend.

You can find information about our current board of trustees [here](#).

For further information on the role and responsibilities of a charity Trustee, please refer to the Charity Commission's guidance [here](#).

Further useful information for the Chair of Trustees can be found [here](#).

Commitment Required from Trustees

- Support the Senior Administrator to plan Trustees meetings
- Review financial reports and documentation in advance of meetings
- Sign off finances (weekly)
- Attendance at board meetings
- Participation with sub-committees (up to 4 times a year)
- Attendance at Agency Days (organisation information events held twice a year)
- Participate in the recruitment of trustees

What We Are Looking For

The Chair of Trustees

We are looking to recruit a Chair of Trustees with a commitment to CCS and its mission, and a willingness to put time and energy into the role of Chair. We are particularly interested to hear from you if you are:

- An adult adoptee who would be willing to bring their lived experience to this role
- An adopter
- Have experience of working (preferably a management or leadership position) or volunteering in the charitable sector. Preferably linked to working with children/Young people and families.

Time Commitment

- Quarterly Trustee meetings (approximately 4 hours with reading of papers in advance)
- Possible involvement in sub-committee meetings (quarterly)
- Monthly meetings with the CEO and ad hoc discussions as required
- Invitation to attend whole agency days (half-yearly)
- Currently, the board hold a yearly planning/strategy day

On average, the current Chair spends approximately one day a week on CCS matters, as described above. However, the Chair will need to be flexible and have the ability to be available when needed.

Role Description

Full role description can be found attached with this pack.

Our Commitment to Equality and Diversity

We recognise that our Board of Trustees does not currently reflect a diverse range of life experiences and perspectives. We would particularly welcome applications from people from Black communities, people from minority ethnic communities, young people, people who identify as LGBTQ+, people with a disability, and people who bring talent and relevant experience in ways we may not have considered.



What's Next

If you share a passion for improving the lives of children and families and are committed to continuous improvement, we would love to hear from you.

We warmly encourage potential trustees to get in touch for an informal conversation about the role. This is a great opportunity to ask any questions, learn more about our work, and see whether joining our Board might be the right fit for you. We would be delighted to welcome you to meet our team and current trustees, hear about our vision for the future, and experience our culture first-hand.



In the first instance, please contact our HR Manager, stacey.thompson@ccsadoption.org.

All Trustees with CCS are required to complete a DBS check prior to their appointment.

Our Accreditations



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