

Becoming a Trustee of Pregnancy Counselling & Care Scotland

Help shape the future of a charity that supports families through pregnancy, loss and early parenthood.

A welcome from our CEO

Thank you for your interest in becoming a Trustee of Pregnancy Counselling & Care Scotland (PCCS).

For 50 years, PCCS has been a source of practical and emotional support for people experiencing some of life's most challenging circumstances. Through our Baby Bank and specialist counselling service, we support individuals and families across Edinburgh and the Lothians, helping ensure that nobody is left alone to struggle with pregnancy, loss or early parenthood.

Over recent years, PCCS has grown significantly. We have expanded our services, strengthened partnerships with NHS and third-sector organisations, welcomed more volunteers and moved our Baby Bank and counselling service into our permanent home at Lochside View, Edinburgh Park.

As we celebrate our 50th anniversary, we are proud of what has been achieved but we are mindful of the challenges ahead. Demand for our services continues to grow, while the financial and emotional pressures facing families remain significant. We want to build on our strong foundations, maintain the quality of our support and ensure PCCS remains sustainable for the future.

Our Trustees play a vital part in making this possible. They bring different skills, experiences and perspectives, helping us make sound decisions, plan responsibly, manage risks and maximise our impact.

You do not need to have been a Trustee before. We are looking for people who share our values, care about our purpose and are willing to contribute their time, judgement and experience.

If you would like to help shape the next chapter of PCCS, we would love to hear from you.

Lucy Aitchison
Chief Executive Officer
Pregnancy Counselling & Care (Scotland)

1. About PCCS

Our Vision

Nobody is left alone to struggle with pregnancy, loss or early parenthood.

Our Mission

To support families and individuals during pregnancy and early parenthood, or at times of loss, by providing practical and emotional support.

Our Values

- **Respect and Compassion:** treating every person with dignity, kindness and understanding.
- **Inclusiveness and Diversity:** welcoming everyone, regardless of background or circumstance.
- **Collaboration and Connection:** working alongside families, volunteers, professionals and partners to achieve the greatest impact.
- **Dependability and Flexibility:** providing trusted, responsive support when it is needed most.

Who We Are

Founded in 1976 as Lifeline, PCCS has spent five decades supporting people through pregnancy-related challenges, loss and early parenthood.

We recognise that practical hardship and emotional wellbeing are often closely connected. Financial insecurity can increase stress and anxiety, while pregnancy loss, birth trauma and other difficult experiences can make everyday life overwhelming.

Our two specialist services respond to these needs in complementary ways.

Our Baby Bank

Working with referral partners including midwives, health visitors, social workers and third-sector organisations, our Baby Bank provides bespoke packs of essential baby equipment, clothing, toiletries, toys and other items for families with children aged up to two.

Donations from the local community are carefully checked and prepared by volunteers, then matched to individual family needs.

Our Specialist Perinatal Counselling Service

Our counselling service provides professional emotional support to people affected by infertility, pregnancy difficulties, miscarriage, stillbirth, neonatal loss, termination, birth trauma and the challenges of early parenthood.

Counselling is available online and in person, helping people access confidential support in a way that works for them.

2. Our Impact

Although PCCS is a relatively small charity, our work makes a significant difference to individuals and families.

During 2025/26, we:

- Supported **663 families** through our Baby Bank.
- Provided **1,002 Baby Packs**, containing more than 110,000 essential items.
- Delivered **1,307 counselling sessions**.
- Worked alongside **303 referral partners** across health, local authority and third-sector services.
- Benefited from the contribution of our dedicated network of volunteers.

Behind every statistic is a person or family whose circumstances may have felt overwhelming, and who received practical help, emotional support or both.

Our Impact Report provides a fuller account of our achievements, outcomes, case studies, partnerships and the challenges we face. We encourage all prospective Trustees to read the latest report to understand the difference PCCS makes and the priorities that will shape our future.

[Read our latest Impact Report](#)

3. Our Development And Future

The past few years have brought considerable change and growth.

Following flooding at our former Granton premises in January 2024, our Baby Bank temporarily relocated to a unit at the Gyle Shopping Centre. In August 2025, we moved to our permanent home at Lochside View, bringing our Baby Bank and counselling service together under one roof for the first time.

Our premises have given us greater storage capacity, dedicated counselling rooms and improved facilities for volunteers. We have also strengthened partnerships, expanded our team and invested in systems to support our growing services.

As PCCS looks to the future, the Board will help ensure that this progress translates into sustainable, effective support for families.

Key areas of governance and strategic oversight include:

- Responding to increasing demand while maintaining service quality.
- Securing sustainable funding and diversifying income.
- Maintaining strong financial controls and appropriate reserves.

- Supporting staff and volunteers and ensuring good organisational leadership.
- Managing safeguarding, operational, financial and reputational risks.
- Developing partnerships and demonstrating the difference our services make.
- Ensuring PCCS remains responsive to the changing needs of the communities we serve.

Joining the Board offers an opportunity to contribute to these decisions and help PCCS continue its work for the next generation.

4. What does the Board of Trustees do?

The Board is collectively responsible for the governance, strategic direction and long-term sustainability of PCCS.

Trustees ensure that the charity fulfils its charitable purposes, operates in accordance with the law and its governing document, manages resources responsibly and remains accountable for its impact.

The Board's responsibilities include:

Strategy and development

Agreeing strategic priorities, monitoring progress and helping shape the charity's future.

Finance and sustainability

Approving budgets, reviewing financial performance, overseeing reserves and financial controls, and ensuring decisions are affordable and responsible.

Governance and compliance

Ensuring PCCS meets its legal and regulatory obligations and follows appropriate policies and procedures.

Risk and safeguarding

Overseeing significant risks and ensuring appropriate safeguarding, data protection, health and safety and other controls are in place.

Leadership and people

Supporting and constructively challenging the Chief Executive, overseeing organisational performance and ensuring the charity is well led.

Impact and accountability

Reviewing outcomes, listening to feedback and ensuring PCCS can demonstrate the difference its work makes.

Partnerships and reputation

Helping maintain relationships with funders, supporters, referral partners and the wider community.

The Board works closely with the Chief Executive, who is responsible for day-to-day management and delivery. Trustees provide strategic oversight and constructive challenge rather than routinely managing staff or operational activities.

5. The Skills, Experience and Perspectives We Are Looking For

We want a Board that brings together a diverse range of skills, knowledge, experience and perspectives that reflect the communities PCCS serves and help us plan confidently for the future.

We are particularly keen to hear from people with experience in four key areas:

1. **Finance and Treasurer:** Financial management, accounting, budgeting or financial oversight, including an interest in taking on the Treasurer role.
2. **IT, data and digital systems:** Digital transformation, data management, information governance or systems development.
3. **Fundraising and income generation:** Fundraising strategy, trusts and foundations, corporate partnerships or developing new income streams.
4. **Partnership working and community engagement:** Building partnerships, developing referral pathways or working across statutory and voluntary services to support families.

We also value experience in governance, risk management, HR, leadership, health, social care, counselling, safeguarding and family support.

Essential qualities

We are looking for people who demonstrate:

- A genuine commitment to PCCS's vision, mission and values.
- Integrity, sound judgement and a willingness to act in the charity's best interests.
- Strategic thinking and constructive challenge.
- A commitment to equality, diversity, inclusion and treating people with dignity and compassion.
- The time and commitment to fulfil the responsibilities of a Trustee.

You may bring professional expertise, voluntary-sector experience, community involvement or relevant lived experience. **Previous Trustee experience is welcome but not essential.** We are interested in the contribution you can make to the Board as a whole, not simply your job title or qualifications.

6. What Does Being a Trustee Involve?

Trusteeship is a voluntary role with important responsibilities. It can also be a rewarding opportunity to contribute to a cause that makes a tangible difference.

You will be expected to:

- Attend Board meetings regularly and prepare by reading papers in advance.
- Participate actively in discussions and decision-making.
- Review financial reports, organisational performance and key risks.
- Support and constructively challenge the Chief Executive.
- Declare and appropriately manage conflicts of interest.
- Maintain confidentiality and protect sensitive information.
- Complete induction and relevant training.
- Uphold PCCS's values and act responsibly when representing the charity.
- Contribute your skills and experience while respecting the responsibilities of other Trustees and staff.

Time commitment

Board meetings currently take place approximately every eight weeks. Additional time is required to prepare for meetings, attend induction and training, and undertake any agreed responsibilities between meetings.

The precise commitment, including meeting length, any committee responsibilities and expectations for attendance, will be discussed with prospective Trustees before appointment.

Trustees are volunteers and are not paid for their role. Reasonable, authorised expenses incurred in carrying out Trustee duties may be reclaimed in accordance with PCCS's expenses policy.

7. Your Legal Responsibilities

Trustees share legal responsibility for ensuring that PCCS is properly governed and managed in the interests of its charitable purposes.

This includes:

- Acting in the charity's interests and in accordance with its governing document.
- Ensuring the charity pursues its charitable purposes for public benefit.
- Exercising appropriate care, diligence and independent judgement.
- Managing the charity's resources responsibly.
- Complying with relevant charity law, company law and other applicable legislation.
- Ensuring appropriate financial management, reporting and accountability.
- Declaring and managing conflicts of interest.
- Ensuring that suitable governance, safeguarding and risk management arrangements are maintained.

You do not need to be an expert in every area. You do need to be willing to learn, ask questions and seek advice where necessary.

We recommend reviewing the Office of the Scottish Charity Regulator's guidance: [Guidance and good practice for charity trustees](#).

PCCS will confirm the relevant eligibility and appointment requirements with candidates as part of the recruitment process.

8. What Support Will You Receive?

We want every Trustee to feel welcomed, informed and able to contribute effectively.

Our induction process will include:

- A welcome meeting with the Chair and Chief Executive.
- Introductions to fellow Trustees and relevant members of staff.
- An opportunity to visit our premises and learn about both services.
- An overview of PCCS's strategy, finances, risks and current priorities.
- Access to our governing document, Code of Conduct, key policies and Board procedures.
- An introduction to the charity's financial reporting and decision-making arrangements.
- Relevant guidance and training to support your responsibilities.
- Opportunities to ask questions and discuss your development needs.

Where practical, we will also arrange for a new Trustee to have a named Board contact or induction buddy during their first year.

9. Eligibility and Appointment

Prospective Trustees must be eligible to act as a charity trustee and, where applicable, a company director. Relevant declarations and checks will be completed as part of the appointment process.

Certain legal circumstances can disqualify an individual from acting as a Trustee. We will explain the relevant requirements and provide an opportunity to raise questions confidentially.

All appointments will follow PCCS's governing document and agreed Board procedures.

10. How to Apply

We welcome informal conversations before an application is submitted. This gives you the opportunity to find out more about PCCS, discuss the commitment involved and explore how your skills and experience might complement those of the existing Board.

The recruitment process

1. **Express your interest.** Contact us to arrange an informal conversation or request further information.
2. **Submit your application.** Tell us why you are interested in PCCS and what skills, experience or perspectives you could bring to the Board.
3. **Meet with us.** Shortlisted applicants will be invited to meet representatives of PCCS to discuss their interest, experience and understanding of the role.
4. **Appointment and induction.** Successful candidates will complete the required eligibility declarations and appointment procedures before beginning their induction.

We are committed to fair, accessible and inclusive recruitment. We welcome applications from people with different backgrounds, identities, experiences and perspectives, and will consider reasonable adjustments to support participation in the recruitment process.

11. Find Out More

If you would like to discuss becoming a Trustee, or have any questions about the role, please contact us.

Pregnancy Counselling & Care (Scotland)

1 Lochside View
Edinburgh Park
Edinburgh EH12 9DH

Telephone: 0131 553 5565

Email: info@counsellingandcare.co.uk

Website: <https://counsellingandcare.co.uk>

Recruitment contact: Theresa Sutherland (Chair) theresa@counsellingandcare.co.uk
07933023184

Thank you for considering becoming part of PCCS's next chapter. By bringing your experience, perspective and commitment to our Board, you can help us continue providing practical and emotional support to individuals and families when they need it most.