



## **Trustee Job Description and Person Specification**

**One billion people will never see a qualified health worker in their lives.**

We are working to change that

For over thirty years THET has been training health workers to build a world where everyone has access to affordable and quality healthcare, to build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

In the past nine years alone, THET has reached over 100,000 health workers across 31 countries in Africa and Asia in partnership with over 130 UK institutions.

Our work strengthens health services and systems in low and middle income countries, developing UK and LMIC health professionals and benefiting the NHS.

Further information: [www.thet.org](http://www.thet.org) & 2016 – 2021 THET Strategic Plan & THET policy documents <https://www.thet.org/our-work/policy-work/reports-policy-positions/>;

**Vision:** A world where everyone has access to healthcare

**Mission:** Working in partnership to support health workers across the world

**About the role:** All Trustees are also Directors of the Board and members of the incorporated charitable company. They are asked to promote THET's mission and values, provide high quality governance in accordance with the requirements of charity law and good practice, guide its strategic development, monitor the performance of its senior staff and support its work by drawing on their personal contacts and experience.

## **THET Trustee Job Description:**

**Remuneration:** The role of Trustee is not accompanied by any financial remuneration.

**Location:** THET main office: London (Remote attendance at meetings can be facilitated)

**Reporting to:** Chair of Board of Trustees

### **Time commitment:**

#### Essential:

- 4 half-day Board meetings each year (including 30-minute AGM)
- Annual Strategy 'away-day'
- Annual review meeting with Chair (<1 hour annually) (total of approx. 20 hours per annum + reading time)

N.B. Extraordinary Board meetings may be called.

#### Ad hoc:

- Mentorship and strategic guidance to the CEO and other staff

#### Negotiable commitment (dependent upon Trustee expertise, interests and availability):

- Finance, Risk and Governance Committee (2 hours 4 times a year)
- Remuneration committee (<2 hours once a year)
- Programme Quality Committee (2 hours 4 times a year)
- External Engagement Committee (2 hours twice a year)
- Specific impact topic meetings – e.g. equality and diversity (1 hour 4-6 times a year)

#### Opportunities to attend:

- Annual Conference
- Receptions and fund-raising events

### **The duties of a Trustee:** (Based upon 2017 UK Charity Governance Code)

#### **Principle 1 – Organisational Purpose:**

- To focus on strategy, performance and assurance.
- To be clear about the charitable purpose and aims of THET and ensure that these are being delivered effectively and sustainably, agreeing THET's strategy.
- To understand the external environment in which the charity is operating.
- To lead the charity in fulfilling its purposes as effectively as possible with the resources available.
- To participate in the regular review of the sustainability of THET's income sources and business models (including considering the benefits and risks of partnership working, merger or dissolution if other organisations are fulfilling similar charitable purposes more effectively and/or if the charity's viability is uncertain).

#### **Principle 2 – Leadership:**

- To make sure that the charity's values are reflected in all of its work, and that the ethos and culture of the organisation underpin the delivery of all activities.
- Willing to provide strategic leadership in line with the charity's aims and values and to lead by example, positively representing the charity.
- Prepared to take collective responsibility for the Board decisions.

- To recognise, respect and welcome diverse, different and, at times, conflicting trustee views.
- Provides constructive challenge to the CEO and staff and inform CEO appraisal.
- To create the conditions in which the charity's staff are confident and enabled to provide information, advice and feedback.
- To give sufficient time to the charity to carry out responsibilities effectively (see time commitments).

### **Principle 3 – Integrity:**

- Adhere to expected standards of probity and behaviour (and Nolan principles).
- Act with integrity, in the best interests of the charity and its beneficiaries, adopting values and creating a culture, which helps achieve the organisation's charitable purposes and maintaining the respect of beneficiaries, other stakeholders and the public.
- Ensuring that the charity follows the law and regulatory guidance.
- Safeguarding and promoting THET's reputation and promoting public confidence and trust in THET.
- Place the interests of the charity before any personal interest.
- Making sure that the charity operates responsibly and ethical.
- Understands how conflicts of interests and of loyalty can affect the charity's performance and reputation and disclose any actual or potential conflicts.

### **Principle 4 – Decision making, risk and control:**

- Be clear that a Trustees main focus is on strategy, performance and assurance, rather than operational matters, that there should be clear boundaries for delegation to senior managers, committees or individual trustees, staff or volunteers. If that authority is delegated this should be monitored and mindful that the board is ultimately responsible for the decisions and actions of the charity.
- Aware of the range of financial and non-financial risks a Board of Trustees needs to monitor and manage.
- Promote a culture of sound management of resources but also understand that being over-cautious and risk averse can itself be a risk and hinder innovation.
- Actively participate in identifying and assessing risks and opportunities for the organisation and decide how best to deal with them, including assessing whether they are manageable or worth taking.
- Offer to be involved in committees which would benefit from their specific knowledge, expertise or interest, ensuring there is not too much reliance on particular people.
- Regularly review key policies and procedures to ensure that they continue to support, and are adequate for, the delivery of the charity's aims.
- Work with senior management, to ensure that operational plans and budgets are in line with the charity's purposes, agreed strategic aims and available resources and that performance is regularly monitored and staff held to account.

### **Principle 5 – Board effectiveness:**

- Attend Board meetings and ensure adequately prepared.
- Make sure they have the necessary information, time and space to explore key issues and reach well-considered decisions.
- Respect the input of all Board members, using the appropriate balance of skills, experience, backgrounds and knowledge to make informed decisions.
- Accept that the board takes decisions collectively and confidently. Once decisions are made the board unites behind them and each Trustee must accept them as binding.

- Be an effective Board team member- Suggest, question and challenge ideas and address, rather than avoid, difficult topics, airing differences of opinion or viewpoints, reaching resolution if different views, and raise with the Chair if they do not feel able or safe to do so.

**Principle 6 – Diversity:**

- Ensure that the charity follows principles of equality and diversity, going beyond the legal minimum where appropriate.

**Principle 7 – Openness and accountability:**

- Promote a culture of openness, being transparent and accountable.
- As a board member identify and communicate with key stakeholders who have an interest in the charity’s work, to support the charity’s success.
- Develop the knowledge to be able to answer stakeholder’s questions.
- Be aware of positive and negative feedback to inform decision making
- Be aware of complaints and ensure these are handled constructively, impartially and effectively.

**Trustee Person Specification:**

Each trustee must have:

- Integrity and a history of impartiality, fairness and the ability to respect confidences
- A commitment to the THET’s mission, values and objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Strategic vision and thoughtful interest in the development of THET as a charity
- Passion for access to healthcare
- A willingness to devote the necessary time and effort to their duties as a trustee
- Good, independent judgement
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team
- Individuals who are able to bring a good network of contacts
- A proven track record of sound judgement and effective decision making
- A track record of commitment to promoting equality and diversity

**The Board of Trustees:**

The Board of Trustees functions as a committed, cohesive and collaborative team, respecting and benefiting from the varied backgrounds, specific knowledge, skills and expertise of each Trustee e.g.

- Professional clinical and health service experience in the UK or in developing countries
- International humanitarian activity
- UK health sector
- LMIC health sector
- Health Systems Strengthening
- Health Partnerships
- Communications and Media – Fundraising, Campaigning and Marketing
- Understanding of International Development
- Understanding of UK Government

- Policy and Advocacy
- Legal Expertise, including a knowledge of employment legislation and GDPR
- Financial management
- Resource Mobilisation
- Information technology
- Voluntary Sector Governance
- Monitoring, Evaluation and Learning

All trustees are aware of, and understand, their individual and collective responsibilities, and work supportively together so that THET is not overly reliant on one or more individual trustees in any particular aspect of the governance of the charity.

### **Current Recruitment**

At this time, we are seeking to appoint an individual from the UK or a low and middle income country residing either in the UK or in a LMIC, who have strong skills, experience or knowledge of Voluntary Sector Governance and/or operational experience of development work or Health Systems Strengthening in beneficiary countries, and if required the means to reliably remotely access THET meetings.

Potential Trustees would benefit from having (or be willing to develop with support from experienced THET Trustees): Experience and an understanding of operating within a board in a charitable, public sector or commercial organisation

**For further information, please contact – the CEO Ben Simms – [jobs@thet.org](mailto:jobs@thet.org)**

THET is an equal opportunity employer. To apply please send a Cover letter and CV to [jobs@thet.org](mailto:jobs@thet.org)