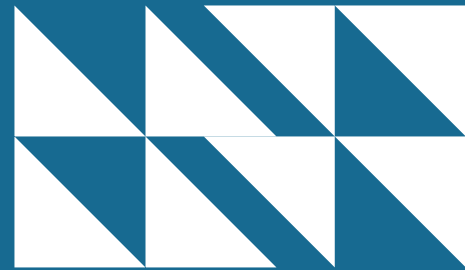


We're hiring!

JOB PACK



Thanks for your interest in working at THET.
This job pack provides you with everything you need to
know to apply for this role and what it means to work at
THET.

TRUSTEE



JOIN OUR TEAM!

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org.



OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning

VISION AND MISSION

A world where everyone has access to healthcare

- Working in partnership to support health workers across the world



JOB SPECIFICATION

Hours	Approximately 60 hours in total per annum
Reports to	Chair of Board of Trustees
Location	Hybrid meetings
Salary	The role of Trustee is not accompanied by any financial remuneration at THET

- Essential: Attend 4 half-day, Board meetings each year as well as a strategy 'away-day' [total of 22 hours per annum].
- Attend 4 half-day Finance, Risk and Governance Committee meetings each year. (Total of 8 hours per annum).
- Attend other related THET events when possible. These are largely evening commitments and include engagements such as talks at the Royal Society of Medicine or a reception at the House of Lords [18 hours per annum]
- Opportunities to attend:
- THET's Annual Conference



JOB SPECIFICATION

- At this time we are seeking to appoint individuals residing either in the UK or in a LMIC, who have in particular strong skills, experience or knowledge in the following areas to join the Finance, Risk and Governance Committee:
- Strong commercial acumen with a good financial understanding gained in a commercial or charity environment (ideally but not necessarily including charity accounts/finance)
- Legal Expertise, including a knowledge of employment legislation and GDPR
- Desirable: International development experience; Qualified Accountant; experience of working in or with the NHS



THE DUTIES OF A TRUSTEE ARE: (BASED UPON 2020 UK CHARITY GOVERNANCE CODE)

- To ensure that the organisation complies with its governing document, organisation law, and any other relevant legislation or regulations.
- To ensure that the organisation pursues its objectives as defined in its governing document
- To ensure the organisation applies its resources exclusively in pursuance of its objectives - the charity must not spend money on activities which are not included in its own objectives, no matter how 'charitable' and 'worthwhile' those activities are.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of the organisation
- To represent the company at functions and meetings as appropriate
- To declare any conflict of interest while carrying out the duties of a trustee
- To ensure the effective and efficient administration of the organisation
- To ensure the financial stability of the organisation
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds
- To be collectively responsible for the actions of the organisation and other trustees
- To abide by the equal opportunities policy
- In addition to the above statutory duties of all trustees, each trustee should use any specific knowledge or experience they have to help the board of trustees reach sound decisions. This will involve; scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives, or other issues relevant to the area of the organisation's work in which the trustee has special expertise.
- ·To attend meetings, and to read papers in advance of meetings.
- ·To attend sub-committee meetings as appropriate (e.g. Finance Risk and Governance Committee
- ·To participate in other tasks as arise from time to time, such as interviewing new staff, helping with fundraising
- ·To keep informed about the activities of the organisation and wider issues which affect its work.



TRUSTEE PERSON SPECIFICATION

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 its 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 judgment
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team
- UK based 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:

The Board of Trustees is chaired by Justin Ash and work together to benefit from the commitment of trustees with varying levels of knowledge, skills and expertise in:

- Professional clinical and health service experience in the UK and in developing countries
- International humanitarian activity
- UK health sector
- Health Partnerships
- Communications and Media – Fundraising, Campaigning and Marketing
- Understanding of International Development
- Understanding of UK Government
- Policy and Advocacy
- Financial management
- Resource Mobilisation
- 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 greatly reliant on one or more individual trustees in any particular aspect of the governance of the charity.



THE BOARD OF TRUSTEES

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.
- Demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives.

How to apply:

To apply for this role please send your CV and a cover letter to jobs@thet.org by 18th February 2024.

Interviews will take place during w/c 18th and 25th March.

For further information, please contact the CEO Ben Simms on email at: HROps@thet.org.

THET is an equal opportunities employer.

Qualified applicants from the UK or Low Middle-income countries are encouraged to apply.