



The Leprosy  
Mission



# Recruitment Information

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Trustee

May 2022

Registered Charity No. 1050327

A Company Limited by Guarantee Registered in England and Wales No. 3140347



## Intro, vision and values

**The Leprosy Mission (TLM) is the world's largest leprosy-focused organisation, a pioneer in our field, with over 140 years' experience serving people affected by this disease. As a leading international Christian development charity, comprising members from approx. 30 countries, we work with people of all faiths and none to defeat leprosy and bring transformation in the lives of people affected.**

Today, one person every two minutes is diagnosed with leprosy. It's a disease of poverty, striking the most vulnerable. Left untreated, it causes permanent disability. Stigma means that people affected by this disease are often rejected by those closest to them.

Our goal is to see a leprosy-free world. Our vision is for "leprosy defeated, lives transformed" meaning a world with zero transmission, zero disability and zero discrimination.

As one Global Fellowship our Christian identity is at the heart of who we are and everything we do. Our values are:

**Compassion:** We care deeply for others particularly those adversely affected by leprosy and those most in need.

**Integrity:** We work with honesty and transparency with a seamless correlation between our message and our actions.

**Inclusion:** We value all individuals, we promote equal access and opportunity to all, and are committed to removing discrimination and other barriers, enabling people to live life in all its fullness.

**Justice:** We promote dignity, respecting and fostering human rights.

**Humility:** We foster servant leadership and view everyone as equals.

**The Leprosy Mission England & Wales (TLMEW) works in 10 countries across Africa & Asia to defeat leprosy and transform lives. We raise funds, promote research and innovation, and support our partners to strengthen health systems, providing life changing health care services, skills training and opportunities for those who have been excluded and rejected by society.**



## Our Chair

**Thank you for your interest in this vacancy, I am delighted that you're considering becoming a Trustee for this amazing organisation and want to help us to defeat leprosy, forever.**

I have been volunteering with TLM England & Wales (TLMEW) for over 5 years, firstly as a Trustee and now as the Chair.

I am as humbled today as I was when I first got involved. There are many barriers preventing people affected by leprosy from coming forward for treatment. Unfortunately, the barriers are not always tangible, all too often it is the stigma of leprosy that is the hardest to overcome. Working with overseas partners, TLMEW help communities and individuals affected by leprosy build their knowledge, skills and

confidence to improve their wellbeing, challenge injustice, provide for their families and contribute to society, transforming lives.

Last year TLMEW's incredible supporters and funding partners gave over £11 million to change the lives of people affected by leprosy.

The staff team are professional and supportive with a culture of growing and learning together. They're also 2021 Charity Times and Third Sector award winners having been nominated for five separate awards.

Being a Trustee is an excellent opportunity to make a real difference to the lives of people affected by leprosy and to gain valuable experience being part of a forward-thinking team of Trustees.

If you would like an informal chat about TLM England & Wales or the role of a Trustee, please email at [Jobs@tlmew.org.uk](mailto:Jobs@tlmew.org.uk) so this can be arranged.

### Blessings

*Andy*

**Andy Lancaster**

**Chair – Board of Trustees**





## What you will be delivering

The Board of Trustees is TLM England & Wales (TLMEW) governing body responsible for ensuring it pursues its charitable purpose, applies relevant legislation and regulations, and uses its resources exclusively for this.

The Board delegates responsibility for the day to day running of the charity to TLMEW's Chief Executive Officer and the Senior Management Team.

The Board is responsible for ensuring TLMEW remains true to its calling and accountable to its stakeholders. It is charged with championing and maintaining TLMEW's Christian ethos and values whilst safeguarding its reputation.

### **OVERALL RESPONSIBILITY**

Trustees are responsible for providing the appropriate oversight, governance, and leadership to TLMEW in the pursuit of its strategies to fulfil its charitable purposes. Trustees must be able to scrutinise the performance of the CEO and Senior Management Team in meeting agreed goals and objectives and monitor the reporting of performance in key areas.

They should satisfy themselves as to the integrity of financial and other information, and that financial and other quality controls and systems of risk management

are robust and defensible. Trustees are responsible for determining appropriate levels of remuneration of staff and have a prime role in appointing, and where necessary removing the CEO and in succession planning.

### **ACCOUNTABILITY**

The TLMEW Board is responsible and liable for the governance and functioning of TLMEW. Therefore, it is accountable in varying degrees to a variety of stakeholders, including its beneficiaries, its funders, the TLM International Fellowship, the Charity Commission and all the UK charity regulators as well as the UK and worldwide Christian community.

TLMEW is committed to being open and accountable for its actions and the organisation takes seriously its responsibility for building trust and confidence in our work.

The TLMEW Board takes the lead on this, and Trustees must consider the wider implications of the decisions they make, and to be able to communicate widely the formal reasons behind such decisions or actions. Above all else, Trustees must adhere to any legal and regulatory requirements applicable to TLMEW's activities.



## What you will be delivering

### STATUTORY DUTIES

As with most UK charities, Trustees have a number of over-arching statutory duties:

- A duty of trust
- A duty to comply with TLMEW's governing document
- A duty to act at all times in the best interests of the charity, and its present and future beneficiaries
- A duty to avoid conflicts of interest
- A duty to safeguard assets
- A duty not to benefit from their position
- A duty of care
- A duty to act personally
- A duty to act collectively
- A duty to keep accounts

### DUTIES AND RESPONSIBILITIES

Within TLMEW, Trustees collectively have four primary areas of responsibility:

- Setting the strategy
- Ensuring compliance
- Monitoring performance
- Participating in the work of the Board strategy

These are detailed fully in Appendix 1.



## Who are we looking for

**This is a strategic time to join TLM England & Wales (TLMEW). We have a strong and committed group of Trustees who bring a wealth of experience and expertise. Following a recent review, we are seeking to appoint two new trustees bringing expertise in one of the following key specialisms:**

### **FUNDRAISING**

- Considerable experience in fundraising including the expertise and knowledge to inform strategy development and review
- Experience of fundraising at senior level ideally overseeing a range of income streams such as individual giving, major donor relationships, grant making trusts, government funding and corporate funding
- Ability to contribute to Operational Committees, helping evaluate strategies and contributing advice
- Up to date knowledge of philanthropy in the UK and trends in the sector. Knowledge of Institute of Fundraising Code of Practice, UK tax law and data protection legislation

### **FINANCE**

- Fully qualified Accountant with considerable experience in the strategic oversight of the finance function
- Ability to analyse and comment on the Financial and Management Accounts including risk management and reserves management
- Experience of working with global partners or subsidiaries in Africa and Asia would be

advantageous

- Ability to contribute to Operational Committees (one of which will be the Finance & Planning Committee), helping evaluate strategies and contributing advice

### **DIGITAL MARKETING AND INNOVATION**

- Considerable experience in digital fundraising, digital marketing and digital communications including the expertise and knowledge to inform strategy development and review
- Highlight the opportunities and risks of digital communications to other trustees to enable the Board to engage in an informed way
- Provide a good understanding of current developments in the digital arena

### **FOUNDATION ELEMENTS ESSENTIAL TO ALL TRUSTEES**

- Committed and mature Christian, able to demonstrate understanding and acceptance of our Christian ethos
- A personal commitment to Jesus Christ reflected in their devotional life and involvement in a Christian community



## Who are we looking for

- Willingness to make decisions in keeping with the teaching and ministry of Jesus.
- Ability to think strategically and apply in an international context
- Independence of thought and ability to propose and articulate a debate
- An interest in governance, including an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Highly developed interpersonal and communication skills
- Commitment to building a diverse organisation and teams
- Emotional intelligence as we strive to be more self-aware
- Championing fundraising on our behalf across your networks
- Alignment with TLMEW's vision, values, and culture
- Able to make collective decisions and standby them
- Understand and respect the boundaries between governance and senior management functions
- Fluent English Speaker

### FOUNDATION ELEMENTS DESIRABLE TO ALL TRUSTEES

- Expertise in risk management
- Strong business and financial acumen
- Advocacy skills to influence the changemakers

as we continue on our journey to support those affected by leprosy

### ABOUT YOU

You will be passionate about supporting people to support themselves, creating opportunities and reducing barriers for people while creating change to ensure all people are equal.

In addition to your specialism, you will also bring strengths in the following competencies:

- Ability to think strategically and apply in an international context
- Independence of thought and ability to propose and articulate a debate
- An interest in governance, including an understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship
- Highly developed interpersonal and communication skills
- Committed to building a diverse organisation and teams
- Emotional intelligence as we strive to be more self-aware
- Championing fundraising on our behalf across your networks
- Alignment with our vision, values, and culture



## Terms of Appointment and Time Commitment

Trustees are responsible to the Chair of the Board of Trustees. The role of Trustee is unpaid, but all reasonable expenses are paid.

Applicants are usually appointed for an initial term of three years, which may be reviewed for a further term of three years and possibly longer.

Applicants will either be based in the UK or prepared to visit the UK once a year to attend a face-to-face Board Meeting.

Applicants must not be disqualified from being a Trustee as according to the UK Charity Commission guidelines.

Applicants will need to be available as follows

- Attend three Board of Trustee meetings each year, totalling four days. One face to face meeting lasting two days (Friday/Saturday in September) with the other two meetings being a full day on a Saturday (attendance could be either face to face or virtual)
- Attend two sub-committees - approximately five meetings per year which will be held virtually
- Undertake one accompanied overseas project visit during the first three-year term, where circumstances allow
- Provide ad-hoc advice between meetings

### **SAFEGUARDING**

TLM England & Wales has a zero-tolerance policy towards any abuse, neglect and exploitation of all people. Successful candidates are expected to understand, sign and comply with all organisational policies, including the Code of Conduct and the Safeguarding Children & Vulnerable Adults Policy. Recruitment as a Trustee includes, in particular, criminal record checks, screening and the collection of relevant references.

### **DIVERSITY**

At TLM England & Wales we want to improve the diversity of our Board of Trustees, making it more reflective of the communities that supports us and the communities we serve. We welcome those often underrepresented in INGO leadership positions, especially African, Asian, Latin American, and Caribbean leaders, women and those with a disability..



## Other information

### HOW TO APPLY

If you would like to be considered, please apply on our website [www.leprosymission.org.uk](http://www.leprosymission.org.uk), where you will be asked to upload a summary CV together with a covering letter outlining how you will contribute to the Board. Applications to arrive by Monday 6 June 2022.

If you would like to chat informally about TLM England & Wales and the role of a Trustee, please contact Andy Lancaster via [jobs@tlmew.org.uk](mailto:jobs@tlmew.org.uk)

Registered Charity No. 1050327



## Appendix 1: Detailed Trustee Duties and Responsibilities

### Setting the strategy

Trustees are required to work with other trustees on the Board in:

- Developing the strategy by which TLMEW aims to fulfil its charitable purpose
- Establishing clear objectives to deliver the agreed plans and strategy to meet TLMEW's objects in accordance with short, medium, and long-term plans and regularly reviewing performance against those objectives
- Holding the CEO to account for the effective management and delivery of the organisation's strategic aims and objectives, where appropriate
- Promoting and developing TLMEW in order for it to grow and maintain its public benefit
- Recognising the situation when it may be more appropriate to wind TLMEW up where there is no longer a need for TLMEW to provide the services it does or because the charitable objects are no longer relevant to contemporary social situations
- Analysing and contributing positively to the strategic development of long-term plans for TLMEW and its beneficiaries
- Actively participating in discussions on the strategic development of TLMEW
- Contributing to and informing the vision of TLMEW to capitalise on the freedoms it enjoys as a result of its status
- Contributing to constructive debate regarding the strategic development of TLMEW and any other material and significant issues facing the organisation
- Protecting the good name and reputation of TLMEW
- Building and maintaining close relations between TLMEW and its stakeholders to promote the effective operation of its activities
- Ensuring that strategies and actions approved by the Board are implemented effectively, where appropriate, by the CEO and the Senior Management Team
- Agreeing an effective communication strategy that includes the needs of staff, beneficiaries, and other

stakeholders

- Representing TLMEW at functions, meetings and in the wider media, in line with TLMEW's agreed media strategy
- Promoting TLMEW and its work to fulfil its charitable objects
- Agreeing TLMEW's values and ensuring that they are reflected in the conduct and activities of the organisation and those who work for it
- Setting the tone for TLMEW through leadership, behaviour, and performance.
- Promoting a culture of safeguarding and as such expects the highest standards of professional practice and behaviour by staff and representatives in its work and when in direct or indirect contact with all people, particularly children and vulnerable adults. Trustees are committed to safeguarding such persons from abuse, exploitation and harassment and has a zero tolerance towards behaviour that may harm anyone
- Ensuring TLMEW are aligned with and work towards the vision and objectives of the TLM Global Fellowship

### **Ensuring Compliance**

Trustees are required to work with other trustees on the Board in:

- Ensuring that TLMEW complies with its governing document, charity law and any other applicable legislation and regulations including safeguarding and fundraising, where applicable
- Working to achieve the purpose of TLMEW and to pursue its charitable objectives
- Ensuring the effective and efficient administration of TLMEW and its resources, striving for good practice in governance
- Managing and use TLMEW's resources so as to optimise impact and the delivery of its objectives
- Maintaining the fiduciary duty invested in the position, undertaking such duties in a way that adds to public confidence and trust in TLMEW
- Ensuring that financial controls are robust and that the Board is kept fully informed through timely and relevant information
- Identifying and assessing risks and opportunities for TLMEW, determining which are appropriate or desirable, and establishing effective risk management mechanisms in order to monitor these
- Ensuring that those third parties working on behalf of the charity, including external fundraisers, etc. abide by the standards which TLMEW sets and also by the

relevant requirements of legislation

- Participating in the appointment of the CEO and any other senior staff, as appropriate
- If required, acting as a counter-signatory on charity cheques (including any electronic transactions) and any applications for funds with the assistance of the TLMEW secretary, promote the highest standards of corporate governance in compliance with the Charity Governance Code and other regulatory requirements and good practice, where appropriate if needed, take appropriate professional advice in all matters where there may be a material risk to the charity, or where the trustees may be in breach of their duties
- Upholding the values of TLMEW by example and ensure that the organisation promotes equality and diversity both within and for all its stakeholders

### **Monitoring performance**

Trustees are required to work with other trustees on the Board to:

- Ensure the effective implementation of trustee board decisions by the CEO and the Senior Management Team, where appropriate
- Ensure that there is a fully effective and appropriate system for the recruitment, appointment and monitoring of the work and activities of the CEO
- Set challenging objectives for the CEO regarding improving performance and monitoring performance against those targets
- Pay due regard to ensure that any key performance indicators for fundraising or programmes delivery are in alignment with the ethos of TLMEW and the culture it promotes
- Ensure that Safeguarding is a standing item on the Agenda of Board Meetings

### **Participating in the work of the Board**

Trustees also have responsibilities towards the Board and each other. Trustees must:

- Uphold the highest standards of integrity and probity, adhering to the Nolan Principles and observing the recommended practice of Principle 3 of the Charity Governance Code relating to Integrity
- Participate fully in the work of the Board, ensuring the collective responsibility of the Board of Trustees
- Attend and possibly chair committees and ad hoc meetings of the main Board participate in a Board induction, any training and other evaluation identified as an individual and as part of the Board or Committee
- Maintain the Trustees' commitment to board diversity,



## Appendix 1: Detailed Trustee Duties and Responsibilities

renewal, and succession management in line with TLMEW's governing document and current good practice

- Undergo any individual and board performance appraisal (if introduced by TLMEW) and attend any additional training highlighted as a result of the evaluation process
- Maintain absolute confidentiality about all aspects of the Trustees' business, bearing in mind the overriding legal obligations placed upon Trustees