



The  
Leprosy  
Mission



# Recruitment Pack

Chair Designate / Trustee

July 2024

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 150 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 Great Britain (TLMGB) works in 9 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 either the Chair Designate or a Trustee for this amazing organisation and want to help us to defeat leprosy, forever.**

I have been volunteering with TLM Great Britain (TLMGB) for over 14 years, firstly as a Trustee, then Vice Chair 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, TLMGB 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 TLMGB'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 Charity Times and Third Sector award winners and are highly engaged with our cause.

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.

Sadly some trustees' tenures have come to an end, including mine.

It's a time of new beginnings and if you like an informal chat about TLMGB or the role of Chair Designate or being a Trustee, please email at [Jobs@tlmew.org.uk](mailto:Jobs@tlmew.org.uk) so this can be arranged.

### Blessings

*Anne*

**Anne Fendick**

**Chair – Board of Trustees**





## What you will be delivering

The Board of Trustees is TLM Great Britain's (TLMGB) 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 TLMGB's Chief Executive Officer and the Senior Management Team.

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

The Chair Designate role is expected to develop into the role of Chair within 12 months of appointment, with the first year being an opportunity to understand the workings of the Board and TLMGB more fully.

In addition to the Trustee duties and responsibilities listed below, the Chair Designate along with the Chair will be responsible for

- providing leadership to the Board and the whole organisation
- ensuring that Board and its members fulfil their duties and responsibilities for the proper governance of TLMGB
- supporting, and where appropriate, challenging the CEO on performance and delivery of agreed objectives

- ensuring that the Board as a whole works in partnership with the Senior Management Team whilst maintaining the dividing line between governance and operation.
- With the CEO representing TLMGB within the TLM Global Fellowship at a strategic level

More details about the duties and tasks to fulfil the key responsibilities of the Chair Designate role can be found in Appendix 1.

### OVERALL TRUSTEE RESPONSIBILITY

Trustees are responsible for providing the appropriate oversight, governance, and leadership to TLMGB 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.



## What you will be delivering

### TRUSTEE ACCOUNTABILITY

The TLMGB Board is responsible and liable for the governance and functioning of TLMGB. 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.

TLMGB 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 TLMGB 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 TLMGB's activities.

### 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 TLMGB'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

### TRUSTEE DUTIES AND RESPONSIBILITIES

Trustees collectively have four primary areas of responsibility:

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

These are detailed fully in Appendix 2.



## Who are we looking for

**This is a strategic time to join TLM Great Britain (TLMGB) Board. We have a strong and committed groups of Trustees who bring a wealth of experience and expertise but sadly some members of the Board have completed their tenure. Following a recent review, we are seeking to appoint a Chair Designate and a number of Trustees bringing expertise in one of the following key specialisms -**

### **Fundraising**

- Significant 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.

### **Digital Marketing and Communications**

- Significant experience in digital fundraising or digital marketing or digital communications including the expertise and knowledge to inform strategy development and review

- Knowledge of brand development
- 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.

### **Finance**

- Fully qualified Accountant with significant 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
- Ability to contribute to Operational Committees (one of which will be the Finance & Planning Committee), helping evaluate strategies and contributing advice
- Willingness to assume the role of Treasurer



## Who are we looking for

### Charity Governance

- Significant knowledge of Charity Commission regulations and Charity law
- Able to advise the Board on charity governance.

### Foundation Elements Essential to All Trustees

- Committed Christian with a willingness to engage and at times lead the organisation in prayer, uphold the Christian values and ethos of the organisation and able to demonstrate involvement in their Christian community
- Experience of working at senior management level with the 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
- Competent digital communication skills - Microsoft Teams / SharePoint, active user of LinkedIn
- 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 TLMGB's vision, values and culture
- Able to make collective decisions and stand by them
- Understand and respect the boundaries between governance and senior management functions
- Fluent English Speaker



## Who are we looking for

### 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

### Additional Desirable Elements

- Networking skills ideally within UK policy, global health and international development sectors
- Lived experience of leprosy or disabilities
- Pastoral training / experience
- Understanding safeguarding and / or EDI in an international context
- Expertise as a social entrepreneur, able to advise on business development planning for social enterprises.





## 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 at least 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

### OTHER INFORMATION

#### Safeguarding

TLMGB 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 TLMGB 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.



## 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 Tuesday 6 August 2024.

If you would like to chat informally about TLM Great Britain or the role of Chair Designate / Trustee, please contact Arminda O'Reilly, HR Manager via [jobs@tlmew.org.uk](mailto:jobs@tlmew.org.uk)



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