

TRUSTEE RECRUITMENT 2024

A guide for applicants



**TOGETHER
WE CAN**

Terrence
HIGGINS
TRUST
♥



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Can you help us?

By joining our board as trustee you can help make lasting change for the people we're here to support.

At Terrence Higgins Trust we want to ensure that our charity truly reflects the diversity of the communities we serve.

Introduction from the Chair

Dear applicant,

As the Chair of Terrence Higgins Trust, I'm very excited that you're interested in joining our Board. We're at a historic moment in the fight against HIV. Since the beginning of the epidemic, we've lost over 36 million people all over the world to the virus.

We want to end HIV transmission by 2030, and bring an end to prejudice and discrimination against people living with HIV. We want to ensure everyone living with HIV is supported and empowered to live long, healthy and happy lives.

We want to tackle health inequalities wherever we see them. We'll do this by stepping up to address the needs of key communities disproportionately impacted by HIV and other sexually transmitted infections.

We've got a lot still to do and by joining the Board of Trustees you can help us get there.

We're working hard to build a Terrence Higgins Trust team that better reflects the communities we serve — our diversity is our strength and makes us more effective and reflective of the very people we work to help every day.

Our Race, Ethnicity and Cultural Heritage staff network leads change across the charity so that racially minoritised staff thrive and have their talents nurtured.

The same is true for our women, trans and non-binary, disability and neuro-diversity, and parent & carers groups.

We're especially looking to recruit a diverse set of new trustees especially people from Black African communities, particularly women who reflect our service users and those who are impacted by HIV.

We're keen to find trustees with key skills and experience in fundraising, business development and commerce, and other income generation areas; trustees who have a clinical background in HIV and/or sexual health. As a national charity, we are also looking for trustees with a connection to either Scotland or Wales.

By joining the Board, you will be joining a committed and dynamic community who have a keen personal investment in the work that they do. As well as providing your voice, you'll make friends and learn a lot. And have a lot of fun along the way.

This is an exciting time for all of us who work in HIV and sexual health. It's also a pivotal moment in the history of the epidemic. We're committed to seeing it through to the end: no new cases of HIV in the country by 2030, a key UNAIDS target. We believe we can make it a global first in the UK.

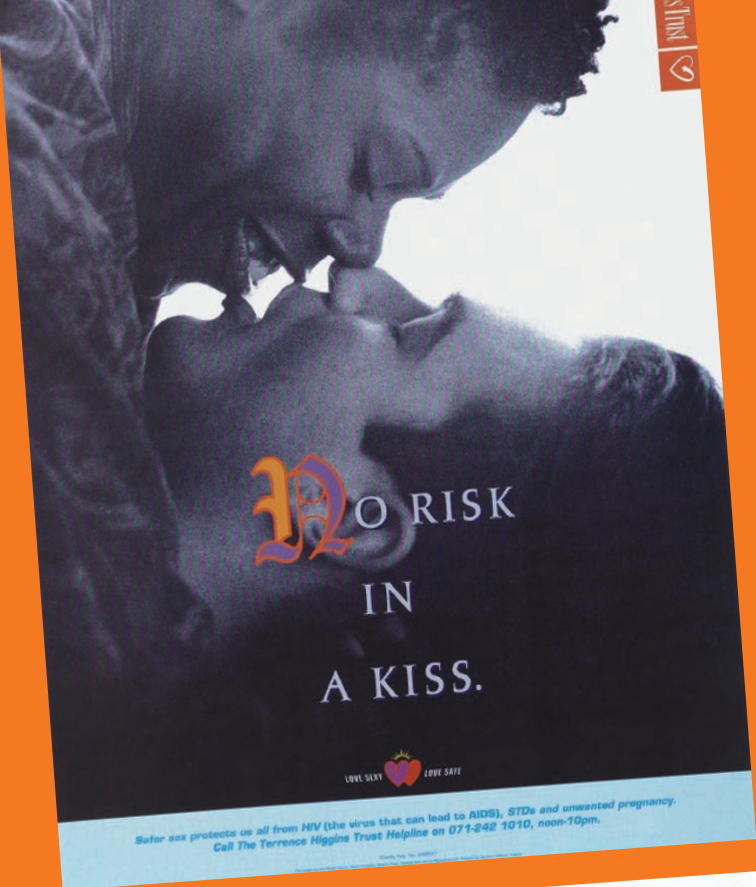
If this sounds like a challenge you would like to take on and help improve the lives of those affected by HIV and poor sexual health, please join us. We would love to hear from you.

Jonathan McShane
Chair of Trustees
Terrence Higgins Trust



TOGETHER
WE CAN

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NO RISK
IN
A KISS.

LOVE SEX LOVE SAFE

Safe sex protects us all from HIV (the virus that can lead to AIDS), STDs and unwanted pregnancy.
Call The Terrence Higgins Trust Helpline on 071-842 1010, noon-10pm.

We've been
supporting
people living
with HIV
since 1982



If you can't talk
to your best friend
about having HIV
who can you talk to?

Aileen and Ben, London Lighthouse counsellors

Even if there is someone you can talk to, he or she may not always be there when you need them. Which is where our counsellors can help. They know about the problems faced by people with HIV and AIDS and will do their best to help you deal with them.

If you'd like to talk things through, either at the Centre or over the phone, then please ring them on 792 1200 or call in between 9am and 6pm, Monday to Friday. London Lighthouse, 111-117 Lancaster Road, London W11 1QT. Ladbroke Grove tube or the 52, 52A, 15, 7 and 295 buses.

L O N D O N L I G H T H O U S E



STIGMA
IS MORE
HARMFUL
THAN
HIV

Common misconceptions about HIV have a devastating impact on people living with the virus. But HIV is now treatable, and just one pill a day means it can't be passed on.

Learn the facts at HIVstigma.scot

Terrence
HIGGINS
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Trustee role at Terrence Higgins Trust in 2024

As a Trustee, you'll play a key role at Terrence Higgins Trust. You'll help the charity to achieve its aims by creating real, lasting change. You'll help us make balanced and informed decisions about our way forward, making sure that the needs of those who use our services are put first. You'll have a key role in managing the charity, ensuring we comply with our governance and legal requirements and avoid personal conflicts of interest when making decisions. Trustees are relied on to act responsibly, reasonably and honestly.

A trustee position at Terrence Higgins Trust is a volunteer role. It is unpaid but reasonable expenses can be claimed where appropriate.

We are looking for up to three people in 2024 to be appointed to the Terrence Higgins Trust board.

Who are we?

We've been here supporting people living with HIV and helping people achieve good sexual health for 40 years.

Terrence Higgins Trust is the UK's leading HIV charity.

We're proud activists and strongly believe in our values of equity, diversity and inclusion.

Meeting the needs of our service users, supporters and members will always be at the heart of what we do. Every day, we work for a world where people with HIV live healthy lives free from prejudice and discrimination.

We work passionately to:

- End the transmission of HIV in the UK – and we want to do it by 2030
- Empower and support people living with HIV to lead healthy lives
- Amplify the voices of those affected by HIV, across public and political arenas, to eradicate stigma and discrimination.

We're looking for people who will help us achieve our ambitions

We want to end HIV transmission in the UK by 2030. To get there we need to increase access to HIV tests and HIV prevention pill PrEP. We need to support people to live well with HIV, and ensure that HIV and sexual health are not forgotten by key decision makers. Our high quality services are delivered in local communities across the UK.

Challenging stigma associated with HIV is key. Much of our campaigning and lobbying work is focused on helping to end the discrimination experienced by people living with HIV.

It's one of the main reasons why **Yomi** joined our Board as a trustee.

“ Access, impact and change are at the heart of what I do & I understand the impact of stigma especially in regards to HIV in minority ethnic communities and I decided to lend my voice to the cause as I'm passionate about creating change for these groups.

“Since I joined the Board, I've had a great time, met loads of people, learnt a lot and we've created so much change together. We've launched a new strategy for equity, diversity and inclusion, increased access to PrEP and people living with HIV can now join the Armed Forces. We're doing so many incredible things and that's why we need you to join the board! ”

Click on the button below to hear why Yomi joined our board:





What we've achieved in partnership with people

During the past two years, we've seen some amazing successes, thanks to our hard work together with people living with HIV.

- We have successfully launched in collaboration with the Scottish Government and NHS boards in Scotland the first TV anti-stigma campaign for over 30 years which has just won an award at the Smiley Charity Film Awards.
- Together with our local partners and organisation across England we delivered a hugely successful National HIV Testing Week campaign promoting HIV testing to everyone in England with a special focus on people in groups most affected by HIV, including those in Black African communities and gay and bisexual men. We received 25,000 orders for a free HIV test online.
- Our confidential free helpline THT Direct answers over 13,000 calls and online chats every year from people needing advice and support about HIV and sexual health. THT Direct is a vital lifeline for those who have been newly diagnosed and need urgent support and information.
- Our low-cost and free one to one counselling, emotional support and therapeutic group work nationally helps hundreds every year, from those who need support coming to terms with their new diagnosis to those who were diagnosed before effective treatment in the 90s.

As a trustee, you can help us make more life-changing successes.

We're looking for diverse voices to make sure people who use our services are at the heart of what we do.

Our service users are at the core of what we do. They're a very diverse group including men who have sex with men, women, people of Black African heritage, trans and non-binary people, sex workers and men involved in chemsex and people living with HIV.

We listen to the voices of our service users when developing services to meet their needs. Their knowledge and needs drive us.

Applications from people who have lived experience and/or have worked with these communities would be very welcome.

Services delivered digitally will be a key part of achieving our aims, so we're especially interested in hearing from people who come from digitally aware backgrounds.



Becoming a Terrence Higgins Trust Trustee

Purpose of role

We're looking for trustees who are dedicated to helping the charity make a positive impact on the lives of its service users. You'll help challenge stigma and discrimination, and be a key part of taking forward our new strategy, with equity, diversity and innovation at its heart.

We're especially looking for trustees who are of Black African heritage and women who are currently underrepresented on the board and who we believe will provide greater insight and understanding into communities that are underserved.

We are looking for people with lived experience who will be able to bring their insight to help support marginalised communities.

The key skills focus we're looking for in the new trustees are:

- Finance, accounting and business development expertise.
- Fundraising and income generation with enterprise/commercial expertise.

Please don't be deterred from applying if you don't have exactly all the skills in each area. All new trustees will receive an induction and support from existing trustees and the senior management team.

Time commitment

It's expected that an average of 12 days per year will be needed for trustees to carry out their role. This includes attending board and committee meetings, reading all the papers ahead of board and committee meetings, participating in key charity events and strategy discussions, and being a visible face for the charity to both service users and donors.

Trustee responsibilities

- Ensure Terrence Higgins Trust complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensure Terrence Higgins Trust pursues its objectives as defined in its governing document.
- Maintain proper financial control and ensure that Terrence Higgins Trust applies its resources exclusively in pursuing its objects.
- To develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

Specific responsibilities

Governance

- To attend board meetings, and participate in decision making of the board.
- To be a member of committees of the board as agreed.
- To regularly evaluate the appropriateness and effectiveness of the board.
- To ensure that the organisation's policies are in line with current legislation and good practice.
- To approve and regularly review the organisation's budget.
- To ensure that the organisation is financially structured for optimum strength.
- To ensure that all published reports adequately reflect the nature of the organisation and its financial health.
- To comply with the organisation's conflict of interest policy.
- To appoint independent auditors and approve audited accounts.

Click on the button below to hear why Melanie joined our board:





Leadership

- To develop and approve the organisation's vision and values.
- To promote the reputation of the organisation.
- To provide the strategic leadership necessary for all staff to deliver high quality services at all times.
- To represent the organisation at public events.

Strategy

- To regularly assess the environment and develop the organisation's corporate objectives. To agree the annual business plan implementing the corporate objectives.
- To review and agree any major changes to the organisation e.g., mergers.

Performance management

- To monitor and assess the organisation's results in relation to the agreed corporate objectives, budget and business plan.

Risk management

- To maintain a robust overview of the principal risks facing the charity. To exercise scrutiny over the charity's risk management systems.

Executive performance monitoring and remuneration

- To recruit and support the Chief Executive.
- To monitor performance of the Chief Executive and maintain an overview of Executive & Director Team performance.
- To establish remuneration policy for the Chief Executive and Directors Team.

Other duties

- Use any specific skills, knowledge or experience they have to help the board reach sound decisions.
- Act reasonably and prudently in all matters relating to the charity and always bear the interests of Terrence Higgins Trust in mind.
- As a member of the board, be responsible and liable for the governance and functioning of the charity.

With your support as a trustee,
we can look to transform the future, where
we can go on fighting stigma and achieve
zero new cases of HIV in the UK by 2030

Person Specification

We're looking to recruit new trustees from diverse backgrounds and ages, especially people from Black African communities, particularly women. Applicants living outside of London, and individuals living with HIV are also encouraged to apply.

- Able to demonstrate knowledge, skills and experience of at least one of the following: finance, accounting and business development; commerce, fundraising and income generation.
- Able to demonstrate a commitment to the aims and objectives of Terrence Higgins Trust, including equal opportunities and diversity.
- Skills and experience in setting targets, monitoring and evaluating performance and projects.
- Ability to contribute approximately six hours per month. Board and strategy meetings are generally held six times a year at our offices in London.
- Candidates should be team players and have the time to commit to attend meetings.

Equality of opportunity

We are committed to equal opportunities and we particularly welcome applications from people living with, or directly affected by, HIV. We also want our board to reflect the key populations most affected by HIV in the UK: racially minoritised communities and gay and bisexual men. We currently have good representation from gay and bisexual men but people of colour are under-represented.



About the Board

Terrence Higgins Trust is a registered charity and company limited by guarantee which is governed by a board comprised of up to 15 Trustees. The board has overall responsibility for the work of the organisation, and has the following role:

- To oversee the charity's governance.
- To establish strategy.
- To performance manage the achievement of the strategy.
- To contribute to the leadership of the charity.

Our current trustees are:

- Jonathan McShane (Chair)
- Dr Bilal Ali
- Dr Carla Barrett
- Antonia Belcher
- Asher Craig
- Adam Crampsie
- Dr Claire Dewsnap
- Melanie Knight
- Gordon Mundie
- Abayomi Olusunle
- Ben Roberts

The board delegates to the Chief Executive who is supported by a team of directors. This enables the charity to draw on both trustee and officer skills and knowledge to maximise the quality of governance and leadership provided to the organisation.

Trustees can serve up to three terms of office (of three years each). Approximately half will be filled through election and the remainder by appointment by the board.

The board meets formally four times a year (approximately quarterly) and also holds two planning sessions – a one day event usually in January/February and a two day residential usually in July.

The board has a Chair and Deputy Chair (currently vacant) and is supported in its work by two principal board committees:

- Finance, Audit and Risk Committee.
- Quality, Governance and Wellbeing Committee.

These committees provide an opportunity to engage in more detailed scrutiny and discussion of the charity's work than would otherwise be possible in an ordinary board meeting.

The role of the Finance, Audit and Risk Committee is to maintain an overview of the financial health and corporate performance of the organisation, its controls assurance mechanisms, and of its compliance with statutory requirements.

The role of the Quality, Governance and Wellbeing Committee is to support the board to discharge its organisational and front line service governance responsibilities, review staff wellbeing and delivery of quality services.

Both of these committees is chaired by a trustee and comprises a small number of trustees and officers.

The board each year reviews and adopts a Code of Corporate Governance Action Plan, which sets out the ways in which the board intends to work.

The board leads on development of the charity strategy and ensures that it fulfils its governance duties by producing an annual trustee report.

- Annual report:
<https://www.tht.org.uk/our-work/about-our-charity/our-governance>
- Corporate strategy:
<https://www.tht.org.uk/our-work/about-our-charity/our-strategy>

While it is important that trustees understand and meet their fiduciary duty, we also want trustees to enjoy their experience, to feel they are making a positive difference to the charities' key service users and staff, and by the end of their period as a trustee feel that the whole experience has been worth it.

Recruitment Process

Application process

- i Candidates need to complete an application form, setting out details about themselves and their suitability for trusteeship. It helps us contact applicants promptly if a number of contact details can be included within the completed application form (e.g. home and mobile telephone numbers, email address, and postal address). [Click here](#). The deadline for applications is **Sunday 12 May** at **11.59pm**.
- ii Shortlisting takes place within a few days of the closing date for applications. Candidates who, on the basis of their application, meet the criteria will be invited to attend an interview with the shortlisting committee. Interviews are planned to be held on week commencing 3 June 2024 and will be held in London or by Microsoft Teams.

Interview and Appointment process

- iii Interviews will take place with current trustees serving on the Trustee Recruitment Committee and service users. Within a day or so of the interviews being held, all candidates will be contacted to let them know if they have been successful.
- iv The Trustee Recruitment Committee will propose the appointment of the successful candidates to the Terrence Higgins Trust Board of Trustees who will formally sign off any new appointments at its meeting on 18 June 2024.
- v Formal letters of appointment will be sent to successful candidates after this.

Induction as trustees

- vi All new trustees will receive a formal induction upon appointment.

Administration of recruitment process

Following the submission of application forms, all communication should be with the Chief Executive's office – they can be contacted on 07900 581509. The Company Secretary is Mark Brookfield, who will be able to arrange for any enquiries to be quickly answered at mark.brookfield@tht.org.uk.

Exclusions from holding Trustee positions

You are automatically disqualified from acting as a trustee if:

- 1 You have an unspent conviction for any of the following:
 - a) an offence involving deception or dishonesty
 - b) a terrorism offence:
 - (i) to which Part 4 of the Counter-Terrorism Act 2008 applies
 - (ii) under sections 13 or 19 of the Terrorism Act 2000
 - c) a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d) a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e) an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
 - f) an offence of misconduct in public office, perjury or perverting the course of justice yes/no
 - g) In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007 (encouraging or assisting) in relation to the offence.
- 2 You are on the sex offenders register (ie. subject to notification requirements of Part 2 of the Sexual Offences Act 2003).
- 3 You have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth.
- 4 You have been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
- 5 You are a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- 6 You have previously been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.

- 7 You have previously been removed as a trustee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement.
- 8 You have been removed from management or control of anybody under section s34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation).
- 9 You are disqualified from being a company director, or have given a disqualification undertaking, and leave has not been granted (as described in section 180 of the Charities Act) for you to act as director of the charity.
- 10 You are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order).
- 11 You have an individual voluntary arrangement (IVA) to pay off debts with creditors.
- 12 You are subject to a moratorium period under a debt relief order, or a debt relief restrictions order, or an interim order.
- 13 You are subject to an order made under s.429(2) of the Insolvency Act 1986. (Failure to pay under a County Court Administration Order.) section's 178 and 180 of the Charities Act 2011 disqualifies anyone who:
 - Has been convicted of an offence involving deception or dishonesty, unless the conviction is spent.
 - Is an undischarged bankrupt.
 - Has previously been removed from Trusteeship of a charity by the court or the Charity Commissioners.
 - Is under a disqualification order under the Company Directors Disqualification Act 1986.
- 14 Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.
- 15 It is an offence to act as a charity Trustee while disqualified unless the Charity Commission has given a waiver under Section 181 of the Charities Act 2011.

