



TRUSTEE RECRUITMENT PACK

Online Interviews: Monday 19th, Thursday 22nd & Monday 26th July 2021



Welcome from the Chair of Trustees

Thank you for your interest in becoming a trustee of Plan International UK.

I became Chair of Trustees in 2018 and am proud to work with my fellow trustees and our dedicated staff to further our purpose of advancing children's rights and equality for girls.

In a volatile world in which poverty and gender inequality remain all too evident, never has the work of Plan International UK been more important, and never has it been more pressing to show the UK public why that's the case.

We are looking for three new trustees to join our Board and help steer and safeguard the organisation so that we continue to develop and deliver maximum impact. If you are inspired by what we do and would like to contribute, we very much look forward to hearing from you.

Professor Sir Ian Diamond
Chair, Plan International UK

Who we are


Plan International UK is a global children's charity with an annual income of approximately £60m and 220 staff.

We work to give every child the same chance in life. In every child, there is a spark of imagination, curiosity and ambition. But not every child is born with the same opportunities. When you face poverty or violence, the odds are stacked against you. When you're a girl, it's even harder to be safe, to be in school and to be in charge of your body. All children deserve an education, healthcare and clean water. All children deserve the chance to thrive. We're fighting so every child, especially every girl, knows their value. We're fighting so the communities they're growing up in – and the world around them – value them too. And, if disaster strikes, we're there to protect children, keep them learning and help them recover.

This is an exciting time to join the organisation as we embark on the implementation of our new three-year strategy.



Over 81,900 children in 48 countries are sponsored through Plan International UK



10 million people around the world were reached by our work in 2019 to 2020



Over 34,000 campaigners stood with us to fight for equality for girls last year

OUR UK STRATEGY 2021-23



OUR GLOBAL PURPOSE

WE STRIVE FOR A JUST WORLD THAT ADVANCES CHILDREN'S RIGHTS AND EQUALITY FOR GIRLS.

TOGETHER WE TAKE ACTION SO THAT 100 MILLION GIRLS LEARN, LEAD, DECIDE AND THRIVE.

OUR GLOBAL VALUES

- ▶ WE ARE OPEN AND ACCOUNTABLE
- ▶ WE WORK WELL TOGETHER
- ▶ WE STRIVE FOR LASTING IMPACT
- ▶ WE ARE INCLUSIVE AND EMPOWERING

OUR UK FOCUS

Plan International UK works for all marginalised and vulnerable children and young people, but we recognise that often girls are the most disadvantaged and vulnerable and face their own distinct limitations on their rights. We champion and prioritise girls' rights at every opportunity and are proud to be a leading voice in the UK for girls' rights globally.

STRATEGIC GOALS



STRATEGIC ENABLERS

STRATEGIC GOALS

Programme with Impact:

To build on the strengths of our long-term development & humanitarian programming work.

Voice for Change:

To continue to be a powerful influencing voice for change

Youth-centred:

To deliver on our ambition to be a more youth-centred organisation.

Maximise Income:

To re-examine our funding model and maximise our resources for impact.

STRATEGIC ENABLERS

Thriving Culture:

To enhance our organisational culture to allow our organisation and people to thrive.

Inspiring Brand:

To strengthen our brand to maximise our ability to fundraise, influence & programme.

Think Digital:

To develop our ability to operate effectively in our digital age.

One Global Plan:

To embrace our role as an active member of the global Plan family.

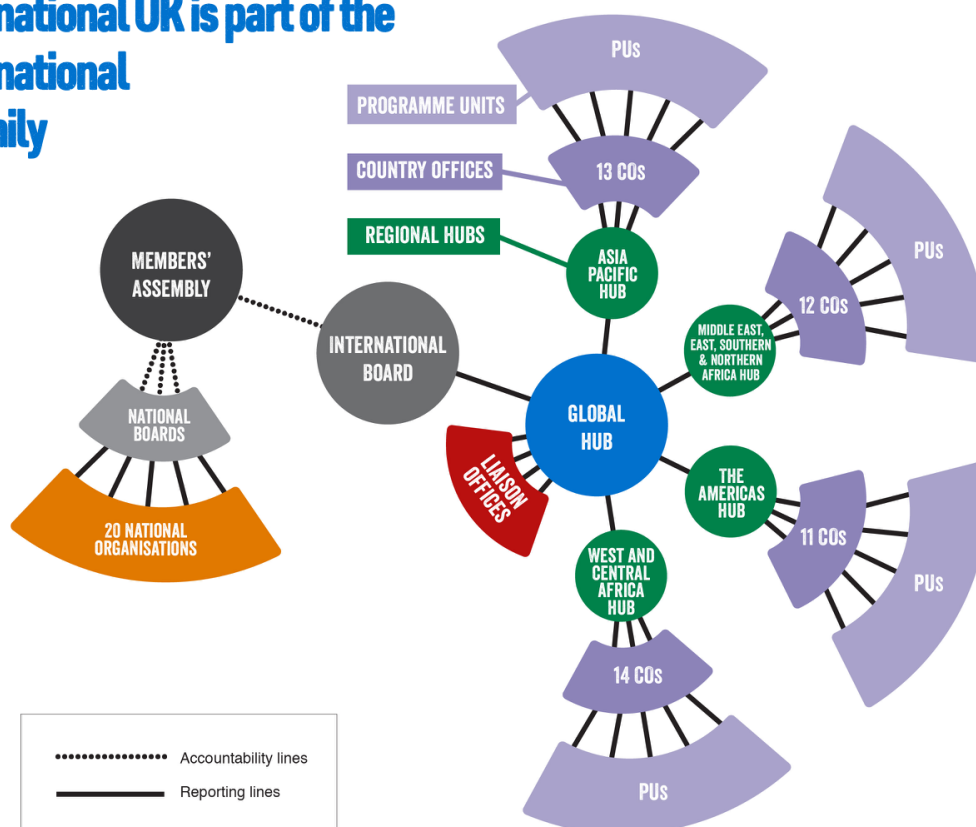
You can find our full Strategy 2021-23 via this [link](#).

We are part of the Plan International global family

Plan International is a large global organisation made up of different entities in 73 countries that work together towards our common purpose of striving for a just world that advances children's rights and equality for girls (see the diagram below). Plan's Country Offices (COs) are responsible for managing and implementing programmes that support the children, young people and communities, especially girls and young women that we work for and with. Several Regional Offices (ROs) and Global Hub (GH) support COs to deliver this vital work. Plan International UK is one of 20 National Organisations (NOs) – please refer to the orange arc within the Global Family diagram on the next page. Together they are, amongst other things, the Plan family's main fundraising arm. They perform a vital role engaging with sponsors, governments and other key stakeholders in their respective countries. The role of Plan International UK within the Plan family is to:

- Be the public face of the organisation in the UK
- Fundraise, predominately from UK sources to support the work of the Plan family, from donors, including people who sponsor children and other individual givers, major donors and institutions such as the British government, multilaterals, corporates, trusts and foundations
- Work with Plan family colleagues to monitor and ensure effective implementation of UK donor-funded programmes
- Raise awareness among the UK public and other UK stakeholders of the state of girls' rights in the UK and globally
- Influence UK decision makers to improve the lives of girls both in the UK and globally and provide a platform for girls' voices
- Run UK programmes that focus primarily on empowering adolescent girls
- Contribute expertise, leadership and support to Plan's global initiatives and activities
- Along with other members, play a governance role, influencing change and ensuring Plan achieves its purpose

Plan International UK is part of the Plan International global family



About the trustee role

As a trustee, you will be a custodian of our Purpose and Values. With your [fellow trustees](#) you will actively oversee how our Strategy is actioned, ensuring the resources entrusted to Plan International UK are used with good governance and to maximum effect. Your expertise will be vital in providing an external viewpoint to help the organisation maximise its potential, making a real difference to children's lives.

Acting in the charity's best interests, you will work constructively with other Board members and the leadership team to:

- achieve and maintain excellent standards of governance
- develop organisational strategy and ensure Plan International UK's purpose and objectives are achieved
- ensure that Plan International UK is managed and controlled appropriately and maintains its financial sustainability
- demonstrate that Plan International UK is accountable to its funders and stakeholders
- ensure Plan International UK operates within the requirements of the law, regulations, its funders and best practice standards

The Board has delegated responsibility for the day to day management of Plan International UK to the Chief Executive, who is responsible for leading the Leadership Team and for making and implementing operational decisions.

A two-page Charity Commission Guide, which sets out the six main duties of a trustee, is appended to this pack.

We are looking to augment the skills and experience of our Board in the following ways

We are particularly looking for candidates with diverse backgrounds and lived experience. Successful candidates may be based in countries where we work and will be supported to fulfil their role remotely. We welcome candidates of all ages and recognise that both depth of experience and youth representation are important.

We have the following **general requirements** for all trustees:

- commitment to the advancement of children's rights and equality for girls, as set out in our Purpose
- commitment to Plan's Values (as set out in the strategy summary on page two)
- ability to demonstrate creative, analytical and strategic thinking
- ability to work collaboratively and effectively as a member of a trustee team
- good independent judgement, with the ability to express your views and provide constructive challenge
- willingness to meet the time commitment

We have the following **specific requirements** for our three current trustee vacancies:

With regards to skills and experience, we are looking to strengthen our Trustee Board in the following areas:

- experience of working on development and humanitarian programmes
- experience of advocacy and/or campaigning
- experience of leading on people and culture management, including diversity and inclusion
- any other skillsets or experience relevant to our work

Time commitment

- Our Trustee Board meetings are held five times a year and currently take place on a Wednesday between 4pm and 8pm (GMT). Papers are available electronically one week before each meeting
- There is also a day-long trustee Away Day each year
- We currently have two trustee sub-committees and you may be asked to join one:
 - Audit, Finance and Risk Committee (meets four times a year)
 - Nominations and Governance Committee (meets ad-hoc)
- Travel permitting, we encourage new trustees to visit one of our programmes in their first year and all trustees are invited to attend some of our supporter engagement and fundraising events

When we are able to resume face-to-face meetings we will continue to hold them at our current office in Old Street, London, but Trustees can be based outside of London and the UK and contribute remotely.

Terms of appointment

- This is a voluntary, unpaid role but all reasonable expenses are paid including the cost of travel to meetings, meals while away from home and child/dependent care.
- Trustees are appointed initially for four years, renewable once upon a satisfactory performance review and if the work of the Board requires the continuation of the skillset
- The role requires an Enhanced Disclosure check by the Disclosure and Barring Service which Plan will organise on appointment.
- All trustees must declare any interests likely to give rise to a conflict of interest between a trustee's duty to act solely in the interests of the Charity and any other interest (direct or indirect) and conform to Plan International UK's Code of Conduct.
- An induction programme will be arranged prior to a new trustee's first Board meeting and ongoing training and support is available.
- All trustees have the opportunity to attend relevant events and conferences within the sector.
- We take safeguarding of children, young people and vulnerable adults very seriously. Mandatory safeguarding training and compliance with our Code of Conduct is of the utmost importance.
- For trustees based outside the UK, we will cover travel expenses for a visit to the UK office for induction purposes and the annual trustee Away Day.

How to apply

If you are inspired by our work and would like to be considered for a trustee position, please email the following to hayley.pearce@plan-uk.org by **end of Sunday 6 June**:

- Your CV – this should be no more than three sides of A4
- A supporting statement setting out why you want to be considered for the role, and the experience you can bring in relation to the expertise and experience we are looking for

Please contact Caroline Moore – caroline.moore@plan-uk.org – if you would like an informal conversation about the roles.

Key dates are set out below. If you wish to apply but are not free on the any of the interview dates, please let us know as soon as possible so that we can make other arrangements should you be shortlisted.

KEY DATES	
Closing Date for Applications	Midnight, Sunday 6 June 2021
Offer of informal calls with CEO/Chair or Vice-Chair for shortlisted candidates	w/c 28 th June 2021
Online Interviews	Monday 19 th July 2021 Thursday 22 nd July 2021 Monday 26 th July 2021
Trustee Induction	September 2021
First Trustee Board Meeting	4pm - 8pm, Thursday 7 th October 2021

We look forward to receiving your application. Thank you.

Candidate Privacy Notice

At Plan International UK, we recognise the importance of respecting your personal data. This Privacy Notice sets out the basis on which any personal data that you provide to us will be processed by us. Our general Privacy Notice is also available on our [website](#).

As the Data Controller, we will store and process the personal data you provide for the purposes of recruitment and equal opportunities monitoring on the basis of our legitimate interest.

Your information will only be disclosed to those involved in the recruitment process within Plan International UK. Information will not be disclosed to anyone outside the organisation (except for the purpose of carrying out reference and vetting checks) without your consent.

Once the recruitment and selection process is completed the data relating to unsuccessful applicants will be stored securely for a maximum of 12 months. If you are appointed as a trustee your application will be retained and will form the basis of your personal record. This data will be retained in line with our data retention policy.

Plan International UK, Finsgate, 5-7 Cranwood Street, London EC1V 9LH Tel: 0300 777 9777 (UK) + 44 (0) 20 7608 1311 (Non-UK) www.plan-uk.org
Registered charity 276035 (England and Wales) and a company limited by guarantee 01364201

The Essential Trustee

6 main duties



The Governance Jigsaw – The Essential Trustee (CC3)



It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about:

- preserving the charity for its own sake
- serving personal interests

It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden