

A photograph of a woman with a purple and orange headwrap, wearing a blue t-shirt, carrying a baby on her back. The baby is wrapped in a colorful striped cloth and appears to be crying. The background is a blurred outdoor setting with green foliage.

FINANCE TRUSTEE RECRUITMENT PACK

Interviews will be held on 4th, 5th & 6th June 2024



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, and humanitarian crises are on the increase, 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 new Trustees to join our Board and help steer and safeguard the organisation so that we continue to develop, respond to the changing external environment 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 is an independent development and humanitarian organisation that advances children’s rights and equality for girls. We strive for an equal world where every child can reach their full potential and every girl can choose their own future. For more than 85 years, we’ve been building powerful partnerships to protect children’s rights and fight inequality. To create lasting change, we work together with children, local communities, partners and supporters. Plan International works with communities across more than 80 countries to build a future where every child is safe and receives an education. A world where all girls are free from violence, in control of their own body, know their rights and have their voices heard. And if disaster strikes, we’re there too. We work to protect children, keep them learning and help their communities to recover, rebuild and develop their resilience. Our annual income is approximately £75m and we have 200 staff.

IN FY23 WE REACHED NEARLY 10 MILLION CHILDREN, YOUNG PEOPLE AND THEIR COMMUNITIES AROUND THE WORLD, ACROSS 85 PROJECTS IN 36 COUNTRIES:

1.73 MILLION
PEOPLE DIRECTLY SUPPORTED BY OUR PROGRAMMES, INCLUDING 337,500 GIRLS

8.15 MILLION
PEOPLE INDIRECTLY REACHED THROUGH OUR WORK

THANKS TO OUR **63,000 UK SPONSORS**

WE ARE SUPPORTING OVER **68,000 CHILDREN**

WE RECEIVED **£1.46 MILLION**

in legacies from supporters who generously remembered us in their wills.

13,700 CAMPAIGNERS

in the UK stood with us to fight for equality for girls



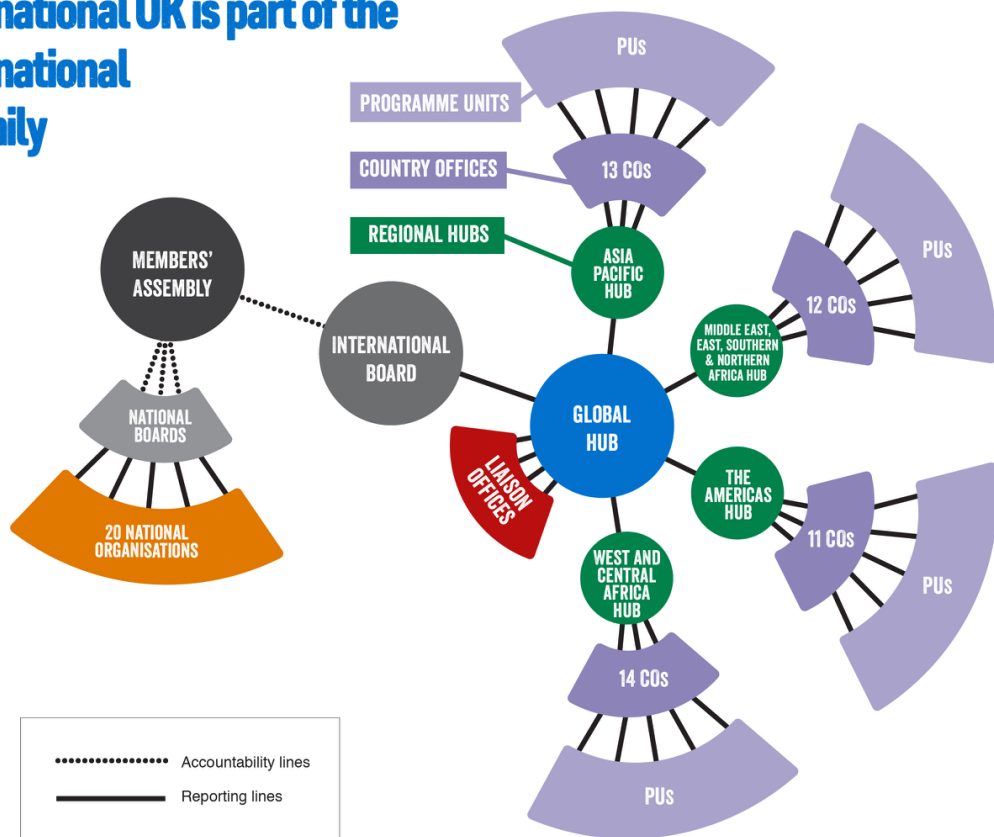
This is an exciting time to join the organisation as we start to deliver our new strategy which was approved by the Board in March.

We are part of the Plan International global family

Plan International is a large global organisation made up of different entities in 81 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 below. 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 Trustees and the Leadership Team to:

- achieve and maintain excellent standards of governance
- develop the 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 that 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, setting 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 aim to have a diverse and inclusive Board of Trustees, the importance of which is set out in the Charity Governance Code, and we welcome people with diverse backgrounds and lived experience. Currently one of our Trustees lives and works in countries where Plan delivers programmes, and we are currently recruiting a second.

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

- commitment to the advancement of children's rights and equality for girls
- commitment to Plan's Values (We are open and accountable; we work well together; we strive for lasting impact; we are inclusive and empowering)
- 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 requirement**:

- an experienced finance director - who would also sit on the Audit, Finance & Risk Committee
- An understanding of charity finance would be helpful but not essential

Time commitment

- Our Trustee Board meetings are held five times a year (usually in-person at our London office) and currently take place on a Wednesday or Thursday between 4pm and 8pm (UK time) - papers are available electronically one week prior to the meeting
- The AFRC meets four times a year, currently on a Tuesday afternoon, 2pm - 5pm.
- There is also a day-long Trustee Away Day each year which takes place in person in London
- Outside of scheduled meetings, Trustees may be asked to join ad-hoc meetings to discuss time-sensitive topics
- We encourage new Trustees to join a programme visit in their first year and all Trustees are invited to attend some of our supporter engagement and fundraising events
- We estimate the time commitment for Trustees is the equivalent of up to eight days a year, with up to an additional three days for Audit Finance and Risk Committee membership

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 by mutual consent
- The role requires an Enhanced Disclosure check by the Disclosure and Barring Service which Plan International UK will organise prior to 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
- We take safeguarding of children, young people and vulnerable adults very seriously and mandatory safeguarding training and compliance with our Code of Conduct is of the utmost importance

How we support our Trustees

We provide a comprehensive induction programme for new Trustees and ongoing training and support is available, including annual individual review meetings with the Chair.

- All Trustees have the opportunity to attend relevant events and conferences within the sector
- We support accessibility requirements of our Trustees
- Our Board of Trustees is friendly and inclusive, and all new Trustees are assigned a Trustee buddy in their first year

How to apply

If you are inspired by our work and would like to be considered for a Trustee position, please apply by **Wednesday 8th May 2024 (11.59pm)**.

You can apply through **Nurole** by using this [link](#).

Or alternatively you can apply by emailing hayley.pearce@plan-uk.org with the following documents:

- your CV (this should be no more than three sides of A4); and
- 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

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 alternative arrangements should you be shortlisted.

KEY DATES	
Closing Date for Applications	Wednesday 8 th May 2024 (11.59pm)
Shortlisting	All candidates will be contacted by Friday 24 th May 2024
Shortlisted Candidates offered informal calls with CEO and/or Chair	w/c 27 th May 2024
Online Interviews	Tuesday 4 th , Wednesday 5 th & Thursday 6 th June 2024
First Audit, Finance & Risk Committee	2pm - 5pm (UK time) Tuesday 17 th September 2024
First Trustee Board Meeting	4pm - 8pm (UK time), Thursday 3 rd October 2024

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 Data Controller we store and process the personal data provided for the purposes of recruitment and diversity monitoring on the lawful basis of legitimate interest.

Information provided by you as part of your application will be used for the purposes of carrying out our recruitment and selection process. Information will be held securely and only be disclosed to those involved in the recruitment process within or acting on behalf of Plan International UK. With your consent information will be shared externally to request references and check the accuracy of the information provided. We may process information about whether or not applicants are disabled so we can make adjustments for candidates who have a disability and implement the Disability Confident scheme. Upon submitting your application, you will be sent a Diversity Monitoring form which will be used to monitor our diversity policies and practices, it will not be shared with the recruiting managers

We store your information securely for up to six months after the conclusion of the recruitment campaign. At the end of this period, your data is deleted (unless we need to retain it for longer to exercise or defend any legal claims). Successful candidates' data will be handled in accordance with the information provided in our [Employee and Volunteer Privacy Notice](#). Diversity data provided by unsuccessful applicants is retained in a completely anonymised format, so no individual is identifiable, and is used for diversity monitoring purposes.

If you no longer wish to be contacted by us about recruitment, or you would like us to delete your details, please contact us on ukvacancies@plan-uk.org and we will arrange for your data to be deleted from our systems.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO) using their help line 0303 123 1113 or visit their [website](#).

By submitting your application, you will be agreeing to the following statements:

- I certify, that to the best of my knowledge, the information I have provided on my application is true and accurate. I understand that any false, incomplete or misleading statements may lead to the withdrawal of any offer to volunteer, or to my dismissal if these are discovered once employed or engaged as a volunteer.
- I consent to Plan International UK contacting me if any other vacancies arise that may be of interest to me based on the information I have provided in this application.

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



Ensure your charity is carrying out its purposes for the public benefit

Comply with your charity's governing document and the law



Act in your charity's best interests



Ensure your charity is accountable



Manage your charity's resources responsibly



Act with reasonable care and skill

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