

the
overseas
disability
charity

cbm
together we can do more



CBM UK Trustee

Seeking Trustees with:-

- Financial Management
- International Development



Recruitment Pack

CBM UK

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

Our Vision

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Values

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

An introduction from our Chair



Thank you for your interest in the position of Trustee at CBM UK. CBM is the world's largest international Christian disability organization, reaching out to 81 million people with or at risk of disability in some of the poorest communities of the world. CBM supports 650 projects across 63 countries in Africa, Asia, Latin America and the Middle East.

In September 2015, world leaders agreed Agenda 2030, an ambitious new set of development goals. After much campaigning, we were delighted to see explicit recognition in the new Sustainable Development Goals that people with disabilities must not be forgotten. The challenge now is to ensure that these ambitions become action. So we'll continue to work alongside disabled people in the world's poorest communities, and ensure they have a voice that can't be ignored.

As one of the world's richest countries, we mustn't turn our backs on the world's poorest people. While major progress has been made in tackling extreme poverty, people still go blind because they can't afford an operation, lives are still blighted by lack of food or water, and children still grow up without going to school. And these are all more likely if you live with a disability. If you are interested in this exciting role and wish to discuss this opportunity in more detail please contact CEO Kirsty Smith on kirstys@cbmuk.org.uk or by phoning 01223 484700.



Jan Flawn CBE
Chair of Trustees
CBM UK

CBM UK Strategy (2015-2019)

CBM recognises that disability and poverty are inextricably linked in a cycle. Disability often contributes to and deepens poverty on an individual, family and community level, and poverty increases the risk of disability. Disability cannot be addressed without also addressing the poverty that causes or exacerbates it.

CBM UK's strategic framework, Through the Roof, seeks to transform the lives of people with disability by breaking this cycle not just with prevention and treatment of disabling conditions, but also by working to ensure that people with disabilities are more able to exercise their rights to livelihoods, to health, to education, to decision-making and to full participation in their communities.

Through the Roof, which builds on the CBM International Global Strategy, sets out CBM UK priorities for the next 4 to 5 years:

- **more people with disabilities living in the world's poorest countries will experience positive and lasting change**
- **UK policy and practice will increasingly support sustainable change for people with disabilities**
- **our target audiences will grow and be increasingly engaged**

As a Trustee you will play a role in the oversight and development of the CBM UK strategic framework through which we want to build a more inclusive society where people with disabilities can actively participate and increasingly influence at local, national and international level. It is vital that we provide not only targeted support but also try to effect change in the structures and systems that make and keep people poor and marginalized. CBM UK has the potential to influence decision makers in the UK government and in key thought leaders and activists such as funders, mainstream INGOs and academic institutions. We will seek to contribute to advocacy and policy development in the UK and to promote disability-inclusive practices among our strategic partners in order to increase the potential for greater equality of opportunity and equitable outcomes for people with disabilities.

Governance

CBM UK is a private company limited by guarantee that is registered as a charity with the Charity Commission of England and Wales, and the Office of the Scottish Charity Regulator. There are presently eight directors on the Board of CBM UK, who together offer experience from a range of fields including global health, international development, economics, law, financial services, business and management. These directors act as the Trustees of CBM UK, and as such they have ultimate responsibility for ensuring the good governance of the organisation. The Board takes this responsibility seriously, ever mindful of the imperative to deploy CBM UK's resources as responsibly and effectively as possible in the service of people with disabilities in the poorest countries of the world.

The Board is responsible for ensuring that CBM UK remains financially sound, and that its funds are properly deployed in the furtherance of the organisation's objects and in compliance with all relevant legal and regulatory requirements. As CBM UK is a member of a global federation, the Board also has a role in scrutinising the deployment of CBM UK funds through the federation. More broadly, the Board plays an important part in shaping the underlying strategies that inform the deployment of CBM UK's resources, both at the UK level and at the global CBM federation level (including by nominating one Trustee of the Board to sit on the Supervisory Assembly).

The Board delegates the day-to-day management and operation of CBM UK to the CEO (Kirsty Smith) and through her to the staff team. The Board has responsibility for supervising the performance of the CEO, and does so primarily through a combination of periodic reporting requirements (the CEO typically delivering a report for each board meeting), regular meetings between the CEO and Chair, and an annual 360 degree appraisal.

Board meetings are held 4 times per year. Meetings are split between Cambridge and London. The Board also has a number of committees that meet between Board meetings. These include the Finance and Audit Committee (oversees all systems, controls and processes that may have an impact on CBM UK's ability to meet its objectives, including external audits, risk management and legal compliance), the Programmes Advisory Committee (responsible for keeping under review the programmes of the organisation, including identifying funding opportunities, and ensuring programmes adhere to strategic aims), and the Governance Committee (responsible for governance oversight, Board performance, training and development, and managing the recruitment of Trustees).

Between Board meetings, there is typically ongoing contact between the Board and the CEO. This contact may be for the purpose of noting the achievement of an anticipated milestone, or to report the emergence of an issue that the Board ought to be consulted on. Trustees work diligently to respond promptly to such issues when they arise.

Role:	Trustee
Skills sought:	We are seeking skills and experience in financial management and International Development only at this time.
Time Commitment:	Approx. 6-10 days p.a. with additional possibility of travel to a CBM project
Remuneration:	Trustees do not attract any financial remuneration, though all reasonable expenses will be reimbursed
Location:	Flexible but able to attend meetings in London and Cambridge
Term:	3 years initially with the possibility of one further 3 year term
Reporting to:	The Board

Purpose

The Board of Trustees is responsible for overall governance and strategic direction of CBM UK, developing CBM UK's aims, objectives and goals in accordance with its governing documents, and legal and regulatory requirements.

Accountability

Trustees are accountable to a variety of stakeholders including funders and the Charity Commission; and are responsible for considering the needs and rights of beneficiaries.

Duties of Trustee

- To ensure that CBM UK complies with its governing document, charity law and any other relevant legislation or regulations, and with the prevailing ethics applicable to the charity sector and to the overseas development sector
- To ensure that CBM UK pursues its objects as defined in its governing document
- To ensure CBM UK uses its resources exclusively in pursuance of its objects: CBMUK must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To approve overall policy, define goals and agree targets
- To safeguard the good name and values of CBM UK
- To ensure the effective and efficient administration of CBM UK
- To ensure the financial stability of CBM UK
- To protect and manage the property of CBM UK and to ensure the proper investment of CBM UK's funds
- To take appropriate professional advice in all matters where there may be material risk to CBM UK, or where the trustees may be in breach of their duties
- To appoint the Chief Executive Officer (CEO) and monitor her/his performance

- To maintain confidentiality about all sensitive/confidential information received in the course of the trustee's involvement with CBM UK
- To avoid any personal conflict of interest.
- Chair of the Programmes Committee (for Trustee with International Development experience only).

Other Duties

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions. This may involve:

- Leading discussions at board meetings on matters in which they have expertise
- Providing guidance on key issues or the development of new initiatives relating to matters in which they have expertise
- Ensure active engagement in following how CBM UK's work is going
- Offering advice and practical support to the Chair and the board between meetings
- Profile raising – acting as an advocate of CBM UK
- Undertaking speaking engagements if required
- Contributing to CBM UK publications or resources with personal stories, reports, photos of visits to CBM UK events or projects, etc.
- Visiting CBM UK partners if practicable.

Person Specification

- Strategic vision
- Commitment to the aims and work of the organisation and its core values
- Willingness to devote the necessary time and effort, and capacity to attend at least 3 out of 4 meetings per year
- Sound independent judgement
- Ability to think creatively
- Willingness to speak their mind
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work effectively as a member of a team
- Sympathetic to the Christian values of the organisation.

How to apply

We actively encourage people with disabilities to apply.

Applications in the form of a CV and a covering letter are invited, and should be sent to Trena Battams at trenab@cbmuk.org.uk.

Closing Date 1st February 2019

If you wish to discuss this opportunity in more detail, please contact CEO Kirsty Smith on kirstys@cbmuk.org.uk.



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