



**November 2017**

## **Application Pack**

**PIP UK Trustees**

### **RECRUITING FOR NEW TRUSTEES**

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Dear applicant

### **PIPUK Trustee Application**

Many thanks for your interest in becoming a trustee of PIPUK.

PIPUK is a small, relatively new national charity that promotes the importance of secure parent and infant relationships to ensure the best start in life for all. We provide funding for the start-up of multi-disciplinary, therapeutic parent infant services called PIPs, and raise awareness of why the first 1001 days of life are critical to support all babies reaching their full potential.

This is a hugely exciting time to consider joining the PIPUK trustee board. Public awareness of the importance of strong and stable parent/infant relationships has increased following the 1001 critical days manifesto (<http://www.1001criticaldays.co.uk/home>). We are also in the throes of our next strategic plan and have a new CEO to build on the charity's first five years of achievement.

As we prepare for the expansion of the charity's activities we are looking for new trustees to strengthen our organisation and bring about change for families. We are currently looking for an eager and dedicated Treasurer with an interest in our charity aims who is enthusiastic about developing the organisation to join our friendly, dynamic, experienced, and effective board. We are specifically interested to hear from you if you have a background in **finance/fundraising**.

Please do feel free to contact us for an informal conversation about the role. Informal conversations can be arranged by contacting Beckie Lang, CEO on [Beckie.Lang@pipuk.org.uk](mailto:Beckie.Lang@pipuk.org.uk).

I very much look forward to receiving your application.

Yours sincerely

Tim Loughton MP

Chair of the Board of Trustees

(Follow us on Twitter @earlypotential and @first1001days)



## **2. Information about how to apply for the role**

Please send a cv (maximum 2 sides of A4) **and** a supporting statement outlining how you meet the requirements of the trustee person specification (using examples where possible) plus information about your skills in either finance and accounting, legal or business development and your motivation for applying (maximum 2 sides of A4).

Closing date for applications – No later than **Monday 8 January at 10am**.

Please send completed applications in **PDF format** by email to [Beckie.lang@pipuk.org.uk](mailto:Beckie.lang@pipuk.org.uk) or by post marked for the attention of Beckie Lang, PIPUK, 4 Spencer Parade, Northampton, NN1 5AA.

An initial meeting will be held with the Chairman of Trustees in Central London. This provides an opportunity to share more about PIP UK and for you to understand a little more about us as an organisation. It also gives us an opportunity to know more about you and your interest in joining us. We would then invite you to observe a Board meeting, the next of which is Monday 29 January 2018 in Westminster, London.

Please get in touch if you have any questions or would like to arrange an informal conversation to discuss the role. Please email [Beckie.Lang@pipuk.org.uk](mailto:Beckie.Lang@pipuk.org.uk) to arrange this.



## **PIPUK Trustee Board Members**

### **Description of the role and person specification**

#### **Background**

PIPUK is a UK charity supporting and raising awareness of the importance of the parent/infant relationship and providing evidence that PIPs can help parents and their babies to build meaningful, helpful and healthy relationships.

PIP UK works to:

- To set up and support local PIPs that work effectively within the local context
- To develop high quality models of delivering psychological services that support the parent/infant relationship
- To demonstrate that early relationship intervention can and should be done earlier.

This is an unpaid role.

Reasonable pre-agreed travel expenses will be paid.

Time commitment: Six meetings a year (which will require preparation for meetings, reading papers etc) and attendance at an annual strategy day and AGM. Additionally, trustees are invited to attend PIPUK events.



## **The role of the Board of Trustees and duties of trustees**

The responsibility of the day-to-day management of PIPUK is delegated to the CEO, but as a Trustee you will be responsible for: agreeing the strategic direction; holding staff to account for the delivery of agreed plans; and the efficient management of the charity's resources. The board sets the strategic direction of the charity. The board must always act in the best interests of PIPUK, exercising the same standards of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The trustee board must act as a group and not as individuals.

The duties of a trustee board member are to:

- ensure that PIPUK complies with its governing document, charity law, company law and any other relevant legislation or regulation;
- ensure that the charity pursues its charitable objects as defined in its governing document;
- ensure that the charity applies its resources exclusively in furtherance of its objects, i.e. the charity must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
- contribute actively to the board of trustees' role of giving clear strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- safeguard the good name and values of the charity;
- ensure the effective and efficient administration of the charity;
- ensure the financial stability of the charity.

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.

The trustee board is also responsible for recruiting, managing and supporting the Chief Executive.

A useful link for further information on trustees and governance can be found at: <https://www.charitygovernancecode.org/en>

The essential guide for charity trustees can be found at: <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>



## **Trustee Person Specification**

Each trustee must have:

- commitment to PIPUK, its mission, vision and values
- willingness to devote the necessary time and effort to be an effective trustee
- good, independent judgement
- willingness to speak their mind and ability to provide effective support and challenge in a board setting
- ability to think creatively and imaginatively
- understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- an ability to work effectively as a member of a team and to take decisions for the good of PIPUK
- integrity.

We welcome applications from individuals from all backgrounds irrespective of gender, age, ethnicity, nationality, sexual orientation, social background, religion or belief or disability.

## **We are also seeking the following skills specifically for the role of treasurer:**

- Experience of operating at a senior level within a charity or corporate setting with responsibility for finances and/or income generation and fundraising
- Understanding and experience of a diverse range of income streams
- Willingness to provide support and work with PIPUK's staff team on financial planning
- An understanding of the challenges facing small charities in maximising income streams and donor cultivation.
- Understanding of best practice in accounting and/or fundraising ethics and good practice

## **Further information about PIPUK's governance and Board of Trustees**

### **Skill set required by PIPUK Board of Trustees**

PIPUK has recently undertaken a skills audit and considered the ideal make-up of the Board of Trustees for the next phase of our work. Our ideal board would include the following skills and experience:

- Clinical – specifically related to parent/infant relationship
- Strategic planning
- Charity finance and risk management
- Marketing and communications
- Income Generation/Fundraising
- Experience of utilising parent/infant support
- Legal – in relation to PIPUK's work
- Commissioning within healthcare
- Having networks of influential contacts able to support PIPUK.

One Trustee may have the required skills in more than one area but the overall membership of the Board should provide the necessary skills in all these areas.

### **Term of Office**

Trustees serve an initial three-year term with an opportunity to serve for a further three years with a maximum term of office of six years.

### **Board meeting schedule**

These are held six times a year. For 2018 these are fixed on Mondays between 4-7pm in central London. Trustees are able to join some meetings via video or telephone conference facilities if they are not able to attend in person. In addition, the board holds a Strategy Away-Day each year. All trustees are also expected to attend the AGM of the charity and, where possible, training or fundraising events held on occasion throughout the year.

### **The current trustees are:**

Tim Loughton MP - Chair (policy)

Tessa Baradon - Clinical

Alanna Clear - Marketing

Adrian Datta – Clinical

Claire Wright – Legal

(We are recruiting separately for a trustee with experience of using parent/infant support).