

TRUSTEE RECRUITMENT 2021

Together we can
change lives



**TOGETHER
WE CAN**

Terrence
HIGGINS
TRUST





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At Terrence Higgins Trust we are constantly looking for ways to ensure that our charity truly reflects the diversity of the communities we serve.

Can you help us?

By joining our board as trustee you can help ensure we are stronger and respond effectively to the immediate needs of those we're here to support.

Introduction from the Chair of Trustees

Dear applicant,

As the Chair of Terrence Higgins Trust, I'm excited that you're interested in joining our Board. We're at a historic moment in the fight against HIV. This coming year marks the 40th anniversary of the start of the charity, right at the beginning of the HIV/AIDS epidemic. Since then, we've lost over 36 million people all over the world to the virus.

We want to end HIV transmission for good, 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 – and that we tackle health inequalities wherever we see them by stepping up to address the needs of key communities disproportionately impacted by HIV and poor sexual health.

We've got a lot still to do and by joining the Board you can help us get there. You can help us emerge from the current pandemic stronger and more able to meet our challenges. We are also launching a new strategy for the charity in 2022 with the aim to see no new cases of HIV by 2030 and to make sure all people living with HIV lead full and healthy lives free from stigma. You as a trustee will be at the forefront of this strategy.

We're working hard to build a Terrence Higgins Trust team that better reflects the communities we serve and that are important to us – our diversity is our strength and makes us more effective and reflective of the very people we work to help every day. As part of this, we've established a Racial Diversity Working Group to lead change across the charity so that Black and racially minoritised staff thrive and have their talents nurtured. We are committed to being an anti-racist, anti-sexist and more inclusive organisation and we are trialling new programmes to address racial inequalities, such as our Champions of Change initiative in Bristol, and embedding a racially inclusive approach to our service delivery across the charity.

We're especially looking to recruit new trustees from diverse backgrounds and ages, especially people from Black African communities, particularly women. As a trustee you have a key role to play in ensuring we have a diverse board which reflects the communities we serve. Becoming a trustee is a prestigious position and will provide opportunities to meet diverse people from different professions and leadership roles.

We are keen to find trustees with key skills and experience in digital engagement and

influencing, and across skill sets from campaigning, fundraising and broader income generation, local and national government, communications and beneficiary engagement. By joining the Board, you will be joining a committed and dynamic community with a keen personal investment in the work that they do.

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 and we are 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



About Terrence Higgins Trust

Trustee role at Terrence Higgins Trust in 2021

Trustees play a key role at Terrence Higgins Trust. Their role is to ensure that the charity complies with its governing document and other legal requirements. Trustees must do what is best for the charity to achieve its purposes, make balanced and informed decisions, and avoid personal conflicts of interest when making decisions. Trustees must act responsibly, reasonably and honestly. Trustees are key to developing and delivering the strategy that will have the greatest impact on our key population groups.

A trustee position at Terrence Higgins Trust is a volunteer role. It is unpaid but reasonable expenses can be claimed so as not to be a barrier to anybody wishing to apply.

We are looking for up to three people in 2021 to be elected to the Terrence Higgins Trust Board.

Who are we?

Terrence Higgins Trust is the UK's leading HIV and sexual health charity, at the forefront of fighting HIV, and policy analysis, lobbying and campaigning as the voice of HIV and sexual health. 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, and good sexual health is a right and reality for all.

We work:

- To end the transmission of HIV in the UK.
- To empower and support people living with HIV to lead healthy lives.
- To amplify the voices of those affected by HIV, across public and political arenas, to eradicate stigma and discrimination.
- To enable all people to enjoy good sexual health.

Our priorities and challenges

In 2019 there were just under half a million diagnoses of sexually transmitted infections (STIs) in England, a 5% increase on the year before. There were increases in chlamydia, syphilis, herpes, gonorrhoea and shigella with a decrease in HIV and genital warts. People from ethnic minorities account for 20% of all STI diagnoses with Black Caribbean and Black non-Caribbean/non-African people seeing the highest levels of all ethnic groups. In addition, young people experience the highest rates of the most common STIs. These groups are amongst our key priorities.

We are working towards ending HIV transmission in the UK by 2030 by increasing access to HIV testing and to the HIV prevention pill PrEP; supporting people to live well with HIV; and ensuring that HIV and sexual health are not forgotten by key decision makers, as COVID-19 has threatened progress.

Our work challenges stigma associated with HIV and poor sexual health and helps end the discrimination experienced by people living with HIV. Our high quality HIV and sexual health services are delivered in local communities across the UK.

Our beneficiaries

Our beneficiaries are at the core of what we do at Terrence Higgins Trust. These beneficiaries are a very diverse group including Black Africans, trans and non-binary people, Men who have sex with Men (MSM), sex workers and men involved in chemsex, people living with HIV (PLWHIV) and people at risk of poor sexual health especially young people. It is important that we hear the voice of our beneficiaries when developing services to meet their needs.

We have been successful in identifying and supporting some of these groups, such as MSM, chemsex users, PLWHIV and young people at poor risk of sexual health. Our focus during the next decade is to better reach out to those underserved groups/communities especially Black Africans, sex workers and trans and non-binary communities.

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

Some of our service users have complimented the charity on the service they have received:



Thank you for offering this training for staff supporting Young people and their families, I think this will be extremely useful within my role as a Family Worker.



Thanks for calling me last week and explaining the difference between HIV reactive and HIV positive – even that brief call helped a lot. I've made a one-off donation to THT – keep doing the great work that you are doing.

Thanks again.



Good morning.

I wanted to make contact with you to pass on my thanks to a member of your team, I spoke to him on Sunday morning the 13th June at 10.55am. The gentleman I spoke to was caring in his approach and manner, he listened thus allowing me time & space to share what I had called about, I left feeling informed and reassured. A real credit to your organisation.

Please pass on my thanks.

Kind regards.

Post COVID-19

In this challenging year, the support of so many people up and down the country has been even more vital than ever. With higher demands for our services due to the pandemic, our supporters have come together to ensure that nobody gets left behind. While growing our digital service provision, we will also continue our vital work tackling digital poverty. We'll also continue to innovate through our user involvement work, bringing the voices of those who use services into the heart of service design and provision and across the charity.



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 and who will challenge stigma and discrimination, and lead from the front in delivering the charity's new strategy post-COVID.

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

We're also looking to broaden the age profile of our trustees to better reflect the younger beneficiaries we provide services to. Applicants living outside of London, and individuals living with HIV are also encouraged to apply.

The broad skills focus we are looking for in the new appointments cover the following:

- Activism/policy/campaign focus with national/local government experience.
- Fundraising and income generation with enterprise/commercial expertise.
- Influencer/digital/communications with an emphasis on younger people.

Applicants should not be deterred from applying if they do not 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. Enthusiasm, the ability to engage positively with others and a strong commitment to further diversity, equality and inclusion are as important as experience.

Hear from the experiences of two of our current Trustees:

- Delroy – [Click here](#)
- Laura – [Click here](#)

Time commitment

It is expected that an average of 10 days per year will be needed for trustees to carry out their role. This includes attending 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. We will aim to hold meetings at times that best suit trustees and use different technologies to ensure that attending meetings does not become a barrier to involvement.

Expenses

Whilst the role is unpaid we do not want this to be a barrier to anyone applying and we will pay reasonable expenses on receipt of appropriate receipts e.g. train travel, child care, hotel accommodation.

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 objects 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.

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.

Person Specification

- We are 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: campaigning; insight and customer engagement; digital/influencer; fundraising and income generation; local authority/central government; health; PR/communications/marketing;

- Able to demonstrate a commitment to the aims and objectives of Terrence Higgins Trust, including equity, diversity and inclusion
- 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.

Commitment to Equality, Diversity & Inclusion

Terrence Higgins Trust 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 better reflect the key populations most affected by HIV in the UK: Black and racially minoritised communities and gay and bisexual men. We currently have good representation from gay and bisexual men but people of colour and women are under-represented. The trustees have committed to a target of 1/3 trustees should be from Black and racially minoritised communities by the end of 2021. In addition, we aim to make sure that either application or access requirements do not discriminate due to disability.

We are deeply committed to inclusive working practices, so during the application process we commit to, where appropriate:

- Paying for childcare if you are invited to interview.
- Paying for your travel costs to the Terrence Higgins Trust Cally Yard office, London for interviews if these are held in person.
- Making any reasonable adjustments at interview.
- Providing this document in a Word document format ready available to download.

If there is anything else you're concerned about or think we could provide, please let us know.

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:

- Dr Bilal Ali
- Dr Jake Bayley
- Antonia Belcher
- Delroy Corinaldi
- Jonathan McShane (Chair)
- Ian Marshall
- Gordon Mundie
- Ben Roberts
- William Roberts (Deputy Chair)
- Randeep Sidhu
- Dr Laura Waters
- Dr Samantha Westrop
- Alexander Walsh

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 has a Chair and Deputy Chair and is supported in its work by three principal board committees:

- Finance, Audit and Risk Committee.
- Development and Enterprise Committee.
- Quality and Governance 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 Development and Enterprise Committee is to act as a reference point for the Board in the discharge of the board's responsibilities in relation to corporate strategy development, and to provide support for the Chief Executive.

The role of the Quality and Governance Committee is to support the Board to discharge its organisational and front line service governance responsibilities.

Each 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 to ensure diversity, equality and inclusion.

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). **The deadline for applications is 11.59 pm Sunday 3rd October 2021.**
- 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 will be held in mid-October and will be held in London or by Zoom.

Interview process

- iii** Interviews will take place with current trustees 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. Following the interviews, successful candidates will then be put before the charity's members who make up the electorate.

Appointment process

- iv** Candidate statements will be sent out to the charity's membership who will vote for candidates to fill the vacant elected positions. Our membership includes people using services, staff, volunteers and supporters.
- v** Voting will take place during November 2021. The results will be announced at the Annual General Meeting, which is to be held on **Wednesday 8 December 2021.**
- vi** Once the results of the elected trustees are known, the board will make a decision as to whom to appoint to any remaining vacant appointed trustee positions. The results are announced at the AGM. Appointed trustees may be drawn from unsuccessful election candidates or others on the basis of how they complement the knowledge and skills needs of the board.
- vii** Within three working days following the AGM all candidates will be formally informed of the outcome. Successful candidates will be invited to join the board and appropriate induction arrangements made.

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@ttht.org.uk.**



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Exclusions from holding Trustee positions

- 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
 - 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.