

## ***Trustees Description***

### ***Who we are***

ADRA-UK is an independent charity established by the Seventh-day Adventist church to respond to humanitarian needs around the world. We believe in a world without poverty, and we are working in over 120 countries around the world to achieve just that. By giving poor people the resources, skills and opportunities they need to meet their basic needs, they can transform their lives.

We respond to disasters and work in conflict zones to bring immediate assistance, Mainly, however, we work to create lasting solutions, empowering people to make the best use of resources to reach their potential.

Our [strategic plan and](#) more information about our current projects can be accessed on our website at [www.adra.org.uk](http://www.adra.org.uk).

### ***How to apply***

- Prospective applicants should read this document in conjunction with information about ADRA-UK available on our website [www.adra.org.uk](http://www.adra.org.uk). The Director, Bert Smit, is also available for an informal discussion, and may be contacted by telephone +44 (0)1923- 681 723, or email [info@adra.org.uk](mailto:info@adra.org.uk).
- To apply, please send a CV and a maximum 2 page letter to [recruitment@adra.org.uk](mailto:recruitment@adra.org.uk), or by post to Stanborough Park, Watford, WD25 9JZ. Please mark correspondence as “confidential”. Email is preferred.
- Your letter should outline your interest in ADRA-UK, your motivation to become a Trustee, and with your CV it should demonstrate what you would contribute to the success of our organisation.
- In all, the documents should not exceed 5 pages.
- Trustees should be based in the UK and committed to the ethos and values of the Seventh-day Adventist Church.
- Closing date is on 1<sup>st</sup> April 2010. Please understand that we will only be able to contact short-listed applicants. We will aim to do this within 3 weeks after the closing date.
- We are committed to diversity and welcome applications from people of all backgrounds in society.

### ***Our Board of Trustees***

The Board of Trustees is the governance body of ADRA-UK. The trustees collectively ensure that ADRA-UK:

- is strategic - by developing a regularly reviewed framework of goals and objectives for the organisation that serves to achieve the charitable objects of the organisation;
- is effective – by overseeing that relevant leadership, systems, skills and incentives are in place that enable the organisation to be well-run and focused in its delivery on its strategy
- acts with integrity and to standards of good practice – by ensuring that the organisation uses funds put at its disposal only in furtherance of the charity’s objects, does not abuse funds and trust placed in it, monitors and adjusts policy to evolving good practice benchmarks;
- is sustainable – by ensuring the organisation is and remains solvent, uses funds and assets reasonably without undue risk to the organisation;
- complies with the law– by ensuring awareness of the regulatory environment and regular reporting to regulators, financial auditing, as required taking legal and professional advice.

## ***What we expect from our Board of Trustees***

Every trustee should

- share our interest in accountability as a hallmark of effective governance at global and relevant national level, and share our commitment to building a world in which people are able to live in sustainable peace and security, and have equal access to opportunity and participation.
- contribute actively to the collective governance and strategic guidance of the Charity with his / her skills, experience and network contacts to enable the Charity to fulfil its potential
- adhere and contribute as required to the implementation of the Charity's organisational policies and procedures, including our [information disclosure](#), [trustees conflicts of interest](#), [complaints handling](#) and [equal opportunities](#) policies,
- be open to a regular review process in which the Board collectively or on a peer to peer basis seeks to assess its strengths and weakness to improve its performance and effectiveness
- be willing and able to represent the Charity, and support its strategy, projects and value to society to external audiences including donors, political decision makers and members of the community of research and practice as agreed in discussion with the Board of Trustees, the Chair and the Chief Executive Officer.

## ***What are we looking for at this time?***

ADRA-UK has experienced in funding opportunities in recent years and needs to focus on consolidating its ability to help people in need. At the same time the funding streams are moving South which will affect the way ADRA-UK operates. Our new strategic plan will have to address this shift and prepare ADRA-UK to continue its work of fundraising for and implementing development plans.

At the present time we are therefore recruiting for up to two new Trustees. We are looking in particular for experienced individuals who are able to

- work effectively and with mutual trust on all issues of governance with the other Trustees including the President, the Treasurer and the CEO
- support staff in communicating effectively the cause and work of the Charity to our constituency, private and institutional donors;
- Bring in additional expertise in one or more of the following areas: accountability of civil society organisations, food security, alternative energy, natural resource management, NGOs at international level, international financial institutions, international and or charity law and the media.

Trustee and Chair positions are unpaid, with reasonable expenses being reimbursed. Trustees serve for a maximum of two terms, each term being three years. Towards the end of the first term a review of the preceding period is undertaken on a peer to peer basis.

## ***Who else is involved in the work of the Trust?***

The greatest asset of ADRA-UK is its staff, currently a group of three Programmes Officers and an Office Manager based in our offices in Watford. We are expecting to hire a Programmes Finance Officer and are currently advertising for additional Programmes Officers. Led by the Chief Executive Officer the team conducts the day to day work on projects, from development of ideas, networking with a wide range of contacts across the world, to practical fundraising, implementation and evaluation.