



GEORGE HOUSE+ TRUST

HIV POSITIVE LIVING

Trustee Appointments Candidate Pack





GHT'S VISION

GHT's vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination.

GHT's vision is for all people to know their HIV status and to be HIV aware.





Introduction



Thank you for your interest in joining the Board of George House Trust.

Founded in 1985 George House Trust has achieved many remarkable results on the journey to enabling people living with HIV live happy and healthy lives.

Our values of dignity, respect, empowerment, integrity, recognising differences and being passionate underpin everything we do; and we seek to work with people and organisations who uphold these values.

The last few years have shown our resilience in the face of austerity and now, with the support of a highly skilled staff team, dynamic Board of Trustees and diverse cohort of volunteers, we are planning for future success.

2016 is already proving to be a game-changing year for us as we prepare to go out to competitive tender on our collaborative Public Health contract with all ten local authorities in Greater Manchester to provide support to people living with HIV. At the same time, we are growing other funding streams from individual giving and Charitable Trusts and Foundations.

We are professional, passionate and privileged to be in a position to really make a difference. Won't you join us?





GHT'S VALUES

Dignity - We treat everyone with dignity, show respect and value them.

Respect - We show respect by considering people's feelings, wishes and rights.

Empowerment - We believe that people need freedom to act, think, initiate and make decisions.

Integrity - We demonstrate integrity by being honest and having strong principles.

Recognising Differences - Everyone is unique! We embrace and celebrate diversity and difference.

Passionate - Our ambition is to put as much heart, mind, body and soul into our work- and it shows!





Role Requirements of a Trustee



Main Purpose

Our Trustees are the people who serve on the governing body of George House Trust. Trustees have and must accept ultimate responsibility for directing the affairs of George House Trust, and ensuring that it is solvent, well-run, and delivering the charitable outcomes for the benefit of the public for which it has been set up.

Compliance - Trustees must:

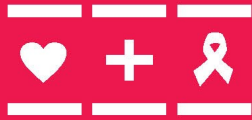
- Ensure that George House Trust complies with charity law, and with the requirements of the Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that George House Trust does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators (if any) which govern the activities of the charity.
- Act with integrity, and avoid any personal conflicts of interest or misuse of charity funds or assets.

Duty of prudence - Trustees must:

- Ensure that the charity is and will remain solvent.
- Use charitable funds and assets reasonably, and only in furtherance of the charity's objects.
- Avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the funds of the charity, or borrowing funds for the charity to use.

Duty of care - Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that George House Trust is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties.



GHT'S MISSION STATEMENT

GHT will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.

GHT will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.

GHT will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.

GHT will challenge HIV stigma and discrimination and promote a better understanding of HIV.





Role Requirements of a Trustee



Main Duties

Contributing to robust and dynamic governance

- Actively participate in Trustee meetings and sub-committee meetings.
- Ensure that GHT is an accountable and transparent organisation at all levels.
- Be accountable to all of GHT's stakeholders.

Contributing to strategic thinking and planning

- Actively contribute to the strategic planning processes within GHT.
- Consider GHT as a whole and all of its beneficiaries, whether as a member of the Trustees or any of its distinct service user groups etc.
- Reflect GHT's vision, mission and values in strategic thinking and policy formulation at all times.
- Contribute specific skills, interests and contacts that can support GHT in meeting its strategic ambitions.

Ensuring policies and practices are in keeping with aims

- Undertake to regularly review GHT's policies.
- Uphold all of GHT's policies, including following the Code of Conduct at all times, particularly when exercising the functions of the Trustees, or any of its sub-committees or groups.
- Reflect the Trustees' policies and views on all its committees, sub-committees, and groups.

Ensuring best practice

- Actively embrace and promote best practice in all Trustee activities.
- Participate in training sessions provided for the benefit of the Trustees.
- Actively contribute towards a high level of governance within GHT.



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Trustee Vacancy



We are now looking to appoint a Trustee with a strong background in **finance and/or accounting**

Main Responsibilities

- On behalf of the Trustee body, to work with the Treasurer to ensure that the organisation's financial obligations are met.
- To bring a fresh external perspective to financial planning and financial management in GHT.
- To act as a 'critical friend' on financial matters to the Board of Trustees.
- To help to develop GHT's risk management processes.
- To provide strategic support to the Finance Manager.
- Scrutinise financial performance of the organisation.

Main tasks

- To act as a source of expertise to the Treasurer and Finance Manager, in order for them to manage GHT's financial performance and undertake financial planning at the highest standard possible.
- Attendance at bi-monthly Finance & Risk sub-committee meetings.
- Attendance at bi-monthly Board meetings.



Trustee Person Specification



You will not be expected to be able to demonstrate all of the requirements below. Appropriate induction and training will be provided for the successful candidate.

- Strong commitment to George House Trust's aims and values.
- An understanding of the impact that HIV has on people's lives.
- Strong commitment to embracing the diversity of George House Trust service users.
- Willingness to make a time commitment to preparing for, attending and contributing to meetings.
- Ability to think strategically, to rise above detail and see problems and issues from a wider perspective.
- Good, independent judgment that transcends distinct interest groups within George House Trust.
- Using information (such as financial and performance data) to make good judgments and take an objective approach.
- A good understanding of the boundaries that the role of Trustee has in George House Trust, in relation to role of the senior management team.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- Ability to work effectively and diplomatically as part of a team, playing an effective role and taking the lead if appropriate.
- Ability to make difficult decisions and to take responsibility for them.
- Self-confidence: the skill to challenge views constructively.
- Ability to recognise own development needs.
- Total commitment to Nolan's seven principles of public life - selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.



How to Apply



If you wish to have an initial discussion about the role, have any questions on any aspect of the appointment process or need additional information, please contact Joint Chief Executive, Rosie Robinson on 0161 274 5650 or via email at rosie@ght.org.uk.

To view our 2014-15 annual report and audited accounts please visit:

www.ght.org.uk and click on 'about our organisation'

To apply in confidence please forward your CV or an extended biography together with a supporting statement and a list of any directorships or trusteeships that you currently hold.

Please ensure that your application fully addresses the requirements for the role.

You should give the names, positions, organisations and telephone contact numbers of **two referees**, relevant to this role. References will only be taken once your express permission has been given.

Please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available.

We would also be grateful if you could let us know if you are disabled and require any special provision if you are called for interview.

Interviews will take place in March 2016 at George House Trust, 75-77, Ardwick Green, Manchester M12 6FX. Please advise of any dates that you are not available for interview.

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