Role Description

Trustee – Board Member

ABOUT US:

Did you know that there are still nearly 38 million people around the world living with HIV and 21% of them don’t know their status? In Africa, AIDS-related illnesses are still the leading cause of death among young people aged 10-24.

Avert is committed to changing this. Avert uses digital communications to build health literacy on HIV and sexual health. With over 30 years’ experience, we are a trusted provider of accessible, accurate and actionable content and resources that support informed choices. Our work supports global efforts to end AIDS and achieve the Sustainable Development Goal for Health. Every year, we engage with millions of individuals, community health workers and primary health practitioners living in areas of greatest need. We use our understanding of HIV and sexual health; our expertise in digital marketing, communications and behaviour change; and our network of partnerships, to increase their knowledge, skills and confidence and their ability to act.

In the year ended April 2020, over 11.8 million people engaged with our accessible, sex-positive content on our award winning website Avert.org. Our core content pages about the basics of HIV, how HIV is transmitted and prevented, HIV testing, and living healthily with HIV, were viewed over 11.2 million times. In our site user surveys, 81% of respondents said they learned something new during their visit and 56% also reported that they were more likely to take a specific health action as a result of engaging with our content.

Our vision is a world with no new HIV infections, where people make empowered sexual health choices, and where those living with HIV do so with dignity, good health and equality.

Our mission is to increase health literacy on HIV and sexual health, among those most affected in areas of greatest need, in order to reduce new infections and improve health and well-being.

Our values

Evidence-based | Responsive | Trustworthy | Creative | People-orientated | Collaborative | Sex Positive

Avert is a small but influential charity registered in the UK since 1986. The charity was established by a philanthropist driven to respond to the growing HIV crisis at the time and the lack of available information and research. Now located in Brighton, we have a talented team of 10 staff and a dynamic board of 8 Trustees. We have an annual turnover in the region of £700,000 per annum with ambition to diversify our funding base in the coming years to ensure stability and strategic growth. We have just developed our latest strategic framework that will run from 2021 – 2024. You can read it here.
ABOUT THE POSITION:

We are currently looking to recruit at least three new Trustees to join our Board in October to replace members who are coming up for retirement. We are looking for new Trustees with experience and skills in at least one of the following areas, from either the charity or commercial sectors:

- Human resource management and organisational development.
- Charity finance, accounting or financial auditing.
- Digital marketing, digital development, digital content management.

An understanding or interest in global health development, HIV/AIDS, digital health communications and the humanitarian / development sector is welcomed but not essential.

All Trustees are expected to have a working understanding of operational budgets, charity financing, strategy, compliance and risk, charity commission requirements for charity financial reporting and charity governance.

Maintaining a strong and diverse board is essential to achieving our charitable objects and delivering on our strategic framework. Trustees must be enthusiastic advocates of the role of civil society organisations in international development and the global HIV response and be comfortable working on strategic and policy matters that will ensure Avert’s continued success.

If you are excited by the work of Avert and our contribution to the global HIV epidemic and have the skills and experience relating to at least one of the focus areas above, we would love to hear from you. We would welcome interest from people who may be living with or affected by HIV, are from the Southern Africa region or may be existing regular users of Avert.org materials and know our work well.

TIME COMMITMENTS:

The Avert Board meets quarterly either in London, Brighton or virtually on a week day between 1-5pm to review the charity’s performance, risk, finances, HR and strategic planning. In addition the Board holds up to two teleconference board meetings, usually for 2 hours to discuss audit and annual budgets and schedules one full annual away day – which allows for long-term strategic planning and trustee training and development. Trustees are expected to attend all meetings. The Board is always flexible to arranging meeting times and locations to ensure all members can participate.

As yet the charity does not have any sub-committees. The Chief Executive Officer does from time to time reach out and engage with specific trustees to work on designated projects as directed by the Chair. This may involve a further commitment of 4-6 hrs per annum. The charity does have a Fundraising and Partnerships technical working group, which is currently chaired by one of the Boards of Trustees.
REMUNERATION:

Trustees are not remunerated for their role but are able to claim reasonable expenses related to their engagement with the Board meetings and processes. A training and development budget is available to ensure Trustees are up-to-date with charity commission guidance and able to fulfil their role as a charity Trustee.

SUMMARY OF TRUSTEE RESPONSIBILITY:

- Ensures that the charity focuses on a clear vision, mission, strategic direction and effective execution.
- Monitors the performance of the charity.
- Supports the annual auditing of the charity.
- Assesses financial, compliance and operational risk.
- Supports the Chief Executive and staff of the charity to perform their duties.
- Ensures good governance and compliance with all legal and regulatory requirements.
- Takes responsibility for the charity’s assets, both tangible and intangible, taking all due care over their security, deployment and proper application.
- Ensures the charity operates under an effective set of policies including safeguarding, reserves, investments, recruitment and remuneration.

QUALITIES AND EXPERIENCE REQUIRED FROM ALL TRUSTEES:

- Commitment to Avert’s vision, mission, values and strategy.
- Good, independent judgement and willingness to be flexible, tolerant and diplomatic.
- Commitment and understanding of the Charity Commission – The Essential Trustee CC3.
- Ability to demonstrate Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Excellent communication skills and the ability to establish and maintain positive working relationships with other Board members and senior staff.
- Ability to make decisions impartially and objectively in the best interests of the charity.
- Willingness to be an advocate and to engage with donors.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship.
- A commitment to devoting the time and effort necessary to fulfil the responsibilities outlined.
- A working knowledge of management accounts and budget planning and forecasting.
ADDITIONAL EXPERIENCE MAY INCLUDE:

- Prior experience working on a charity board.
- Experience working for a charity.

HOW TO APPLY:
This is an open recruitment.
Please submit your CV along with a short cover letter outlining your interest in the role and how you meet the role description to: jon.edgell@avert.org
Selected candidates will have the opportunity to meet first with the CEO before being interviewed by the Board Chair.
Selected candidate(s) are then invited to participate as an observer at the next Board meeting – providing an opportunity to meet with all Trustees.