



Appointment of Trustees

Candidate Information
February 2020

Saxton Bampfylde

AN INTRODUCTION FROM OUR CHAIR

Dear potential applicant,

Thank you for your interest in becoming a Trustee of ABF The Soldiers' Charity.

ABF The Soldiers' Charity is the national charity of the British Army, providing a lifetime of support to our soldiers, veterans of all ages and their immediate families in need, making a real difference at a critical point in people's lives and doing so for the 'long haul'. We also support a wide range of specialist charities that sustain the British Army 'family', both at home and around the world.

I consider it a real privilege to be involved in ABF The Soldiers' Charity. We are justifiably proud of our outstanding reputation and all that we have achieved over recent years (and indeed throughout our 75-year history); we know that we will need to continue to do so far into the future. Thanks to the generosity and commitment of our supporters and the hard work of our Trustees, staff and volunteers, our annual income was some £17.7 million last year. This allowed us to support many thousands of individuals in need as well as fund 92 delivery partners operating across 68 countries. We spend this money wisely, ensuring that we meet only 'need' not 'want'. Last year the oldest beneficiary was 102 years old and the youngest was a 2-year-old child whose family we helped.

We are now looking for three new Trustees to join us on the Board of ABF The Soldiers' Charity, as part of a planned Trustee turnover. We are primarily looking for experienced, effective individuals who will bring a wise head and a strategic mindset to the Board, but would welcome Finance, Legal and possibly Fundraising experience. As important as the relevant skills and experience, is a commitment to the aims of ABF The Soldiers' Charity and its values, and an empathy with the people it supports. These roles will complement the first-class executive team and, with the other dedicated and experienced trustees who give so freely of their time, will continue to help develop our profile and the quality of our engagement with our supporters. Whether from business, the public sector or a charity background, your ability to operate collegiately, with true empathy with the people that we support and alignment with our values are all important.

There is much change across the military charity sector, so this is an exciting time to be joining ABF The Soldiers' Charity. The Board is fully engaged in the organisation's mission, and whilst we are realistic and alert to the current challenges facing the sector and the people we serve, we are also confident about the positive changes we will bring to the lives of soldiers, former soldiers and their families over the coming years.

If you share our passion for the cause, and have the skills, qualities and experience that the Board requires, we look forward to hearing from you. If, having read this pack, you would value an informal and confidential discussion about the role, our advising consultants at Saxton Bampfylde would be pleased to speak with you. Details on how to get in touch can be found at the end of this pack.

With good wishes for your application,

Lieutenant General Philip Jones CB CBE, Chairman of the Board of Trustees

ABOUT US

ABF The Soldiers' Charity is the national charity of the British Army, providing a lifetime of support to soldiers, veterans and their immediate families when they are in need. We were founded in 1944 to ensure that soldiers returning from World War Two were well cared for. Since then, the welfare of soldiers, past and present, and their families has been at the heart of everything we do.

Our vision

All soldiers, veterans and their immediate families should have the opportunity to avoid hardship and enjoy independence and dignity.

What we do

The overall scale, breadth and range of our support is considerable. We help very young serving families cope with a sudden bereavement or traumatic loss. We provide wide-ranging support to wounded soldiers, many of whom will need increasing financial assistance for decades to come. We provide help with housing, education and training for employment for soldiers and veterans in difficulties of all ages. We are there for older veterans and their widows or widowers when they find themselves lonely or isolated.

In the past year, we have spent some £17.3 million helping many thousands of individuals in need, as well as funding 92 delivery partners in support of the Army family at large. We pride ourselves on acting immediately when help is needed, providing true through-life support for the nation's soldiers, veterans and families. Crucially, we act with speed. When we are alerted that a person or family needs help, we aim to make the relevant grant within 48 hours.

Some of our achievements in 2018-2019

- Our total charitable expenditure was some £17.3 million, ensuring a complete spectrum of support to more than 70,000 members of the Army family. This includes a £7.1m grant to the newly-established Defence and National Rehabilitation Centre – the largest in our 75-year history
- We have supported the British Army family all over the world – in 68 countries this year
- The youngest person we supported was two years old, the eldest was 102
- We funded 92 other charities and organisations that are providing specialist support to the Army family
- We awarded £3.7m as grants to individuals in need
- We were named as Britain's Most Trusted Charity by Third Sector, jointly with The Royal British Legion

As the Army's National Charity, we have been here for soldiers, veterans and their families since 1944.

Meet some of the extraordinary people who make up our Army family.



Charles Louis

Charles served in the Royal Army Ordnance Corps from 1961 to 1973. Following his service, he continued to work in the UK until he retired and moved home to his native Dominica. In 2017, Charles lost his home when Hurricane Maria struck, forcing him to evacuate back to the UK.

Charles slept on his daughter's sofa for a year, but it was difficult for her to accommodate him and her two young children in a two-bedroom flat. He contacted Stoll, a high-quality provider of supported housing to vulnerable veterans in the UK and a long-term partner of ABF The Soldiers' Charity. Stoll Outreach Team helped Charles to find appropriate housing in London.

Charles now had a new flat to call his own – but having lost his belongings to the hurricane, he could not afford to furnish it. Without furniture he risked losing the accommodation all together.

We stepped in with an individual grant to help Charles furnish his flat. He is now able to sleep in a bed again, with a secure and comfortable place to call home.

"I cannot thank The Soldiers' Charity enough for supporting me with my flat so many years after leaving the Army. It was like I found my paradise."



Corporal Leslie (Les) Binns

Corporal Binns had a military career spanning over 13 years with The Light Dragoons. He joined the Army in 1997 and served on many operational tours in Bosnia, Iraq and Afghanistan. On his second tour of Afghanistan in 2009, he was awarded The Queen's Commendation for Bravery for looking after casualties and, subsequently, becoming one whilst on patrol after an Afghan soldier stepped on an IED. Corporal Binns was in the vicinity of the blast and peppered with shrapnel in the face, arms and legs. Les underwent several operations and is now permanently blinded in his left eye.

Since being medically discharged from military service in 2010, Les has suffered from PTSD. Having always enjoyed outdoor activities including being at Arctic Warfare Instructor whilst serving in the Army, he found the best medicine was to head into the mountains to seek solace away from his transition from military to civilian life.

In 2015, Les decided that he needed a fresh challenge and decided to follow a childhood dream which led to him to attempting to conquer Mount Everest in May 2016. Just 12 hours and 500m from reaching the summit, he selflessly turned around to help save a climber who was sliding out of control towards almost certain death and was able to get her to safety. Les was awarded the Silver Medal by the Royal Humane Society for his life saving actions.

After leaving the Army, Les was assisted by ABF The Soldiers' Charity with a grant which enabled him to retrain in electrical engineering. On the support he received from ABF The Soldiers' Charity, he says: "When I genuinely needed help with life after the Army, The Soldiers' Charity stepped in and not only gave me the opportunity to gain a trade they also gave me the tools to earn a living."



THE ROLE

The Charity is seeking up to three new Trustees to join the Board, as part of a planned Trustee turnover. We are primarily looking for experienced, effective individuals who will bring a wise head and a strategic mindset to the Board, but would especially welcome **Financial, Legal and possibly Fundraising** experience. As important as the relevant skills and experience is a commitment to the aims of ABF The Soldiers' Charity and its values, and the people it supports.

Trustees are responsible under the governing document of ABF The Soldiers' Charity for controlling the management and administration of the Charity, whose objects are restricted specifically: "to benefit persons who are serving or who have served in the British Army, or their dependants, in any charitable way by the provision of grants, loans, gifts, pensions or otherwise".

The role of the Charity's Trustees is to:

- Be responsible for the success and continuation of ABF The Soldiers' Charity for the benefit of current and future beneficiaries
- Ensure that ABF The Soldiers' Charity pursues its charitable objects as defined in its Articles of Association
- Ensure that ABF The Soldiers' Charity always complies with its governing document, charity law, company law and other relevant legislation or regulations, ensuring that its corporate governance is of the highest possible standard
- Contribute actively to the Board of Trustees' role in giving firm strategic direction to the Charity, setting mission, vision and high-level policies, defining goals and setting targets and evaluating performance against agreed targets
- Be ultimately responsible for directing the management and effective and efficient administration of the Charity; this responsibility cannot be delegated, although day-to-day running of the Charity is delegated to the Chief Executive and his/her Management Board
- Ensure the financial stability of the Charity, maintaining proper financial control and accountability and ensuring that ABF The Soldiers' Charity applies its resources exclusively in pursuance of its objects i.e. the charity should not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are
- Promote and safeguard the reputation of ABF The Soldiers' Charity, acting reasonably and prudently in all matters relating to the Charity and always in its best interests
- Appoint the Chief Executive and monitor his/her performance

In addition to the above duties, each Trustee should use any specific skills, knowledge or experience she/he has to help the Board reach sound decisions. These may involve:

- Scrutinising board and focus group papers
- Leading discussions
- Chairing or participating in committees - most Trustees serve on a committee
- Focusing on key issues
- Representing the Charity at events and on other occasions
- Providing advice and guidance on new initiatives, and
- Other issues in which the Trustee has special expertise

PERSON SPECIFICATION

General qualities, knowledge, experience

All Trustees need to be able to demonstrate the following general qualities, knowledge and experience:

- A commitment to the aims of ABF The Soldiers' Charity and empathy with the people it supports, in both the serving and ex-serving community
- A proven track record of working at a senior level in the private, public or voluntary sectors; previous experience within the voluntary sector is not essential
- An ability to look at issues from a Board level perspective with sound, objective judgement and a willingness to speak his/her mind
- At least some appreciation of the issues affecting the voluntary sector and ideally (but certainly not necessarily) the ex-Service charity sector
- Knowledge of the principles of good governance and their practical application
- At least some understanding of the Army's ethos - either through appropriate personal experience in either the Regular Army or Reserves or an association and affinity with the Army and its people. This emphatically need not imply previous military service in any guise
- A willingness to devote appropriate time, enthusiasm and effort to the duties and responsibilities of a Trustee
- Selflessness, integrity, objectivity, accountability, openness, and honesty
- Impartiality, fairness and the ability to respect confidences
- Good communication, networking and interpersonal skills
- The confidence and style to represent the Charity at a wide variety of occasions
- A real willingness to contribute, network and engage across a wide range of professional networks on the Charity's behalf
- Commitment to equal opportunities and the promotion of diversity.

Background and skillsets

We are looking for people who bring a range of skills, but who are first and foremost experienced and effective generalist Trustees who can support the board and organisational decision making well. We are very open-minded to candidates' backgrounds, although we would particularly value people who bring expertise in the following areas:

Finance

- Will bring recent and relevant financial experience and a professional accountancy qualification
- Ideally will have experience of and an understanding of regulations and compliance in terms of financial reporting for the charity sector, including knowledge of FRS 102 and SORP.

A 'Finance' Trustee would be expected to, alongside normal Trustee duties, be a member of the Finance & Investment Committee, make fellow Trustees aware of their financial obligations and take a lead in interpreting financial data to them, monitor the financial administration of the Charity and provide ad-hoc advice to the Chief Executive and Director of Finance on financial matters.

Legal

- Will have recent and relevant experience of providing legal support and advice and possession of a relevant legal qualification
- Will bring a level of professionalism, expertise and incisive intellect to the Board shaped by your legal background
- Will act as a critical friend to the CEO and executive team when obtaining and acting on legal advice

Fundraising

- May bring senior and substantive fundraising experience from working in a fundraising capacity; or involvement in some form of fundraising campaign or involvement at board/senior level with an organisation that has some involvement with raising funds.

TERMS OF APPOINTMENT

The Charity is an incorporated company and charity registered in England, Wales and Scotland. The Trustees are the Directors of the incorporated company.

The Trustees Board meets four times per year. There are three main Board meetings plus a Strategy away day per year.

Trustees additionally serve on a Board Committee (Finance & Investment; Grants; Fundraising & Marketing; Governance) and each of the committees has three meetings per year.

All Board and committee meetings take place in London, normally at the Charity's offices in Victoria.

In addition to Board meetings and respective Committee meetings, Trustees are encouraged to attend a range of events through the year, ranging from low-key functions to prestigious national events attended by members of The Royal Family.

The role is unpaid, but Trustees are encouraged to claim reasonable travel expenses. A full induction and appropriate training will be offered to successful applicants.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to ABF The Soldiers' Charity on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code **UAIAJ**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter, and complete the online equal opportunities monitoring* form.

The closing date for applications is noon on **Thursday 26th March 2020**.

Informal conversations and interviews with ABF The Soldiers' charity will take place between 20th and 30th April.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement. The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

