



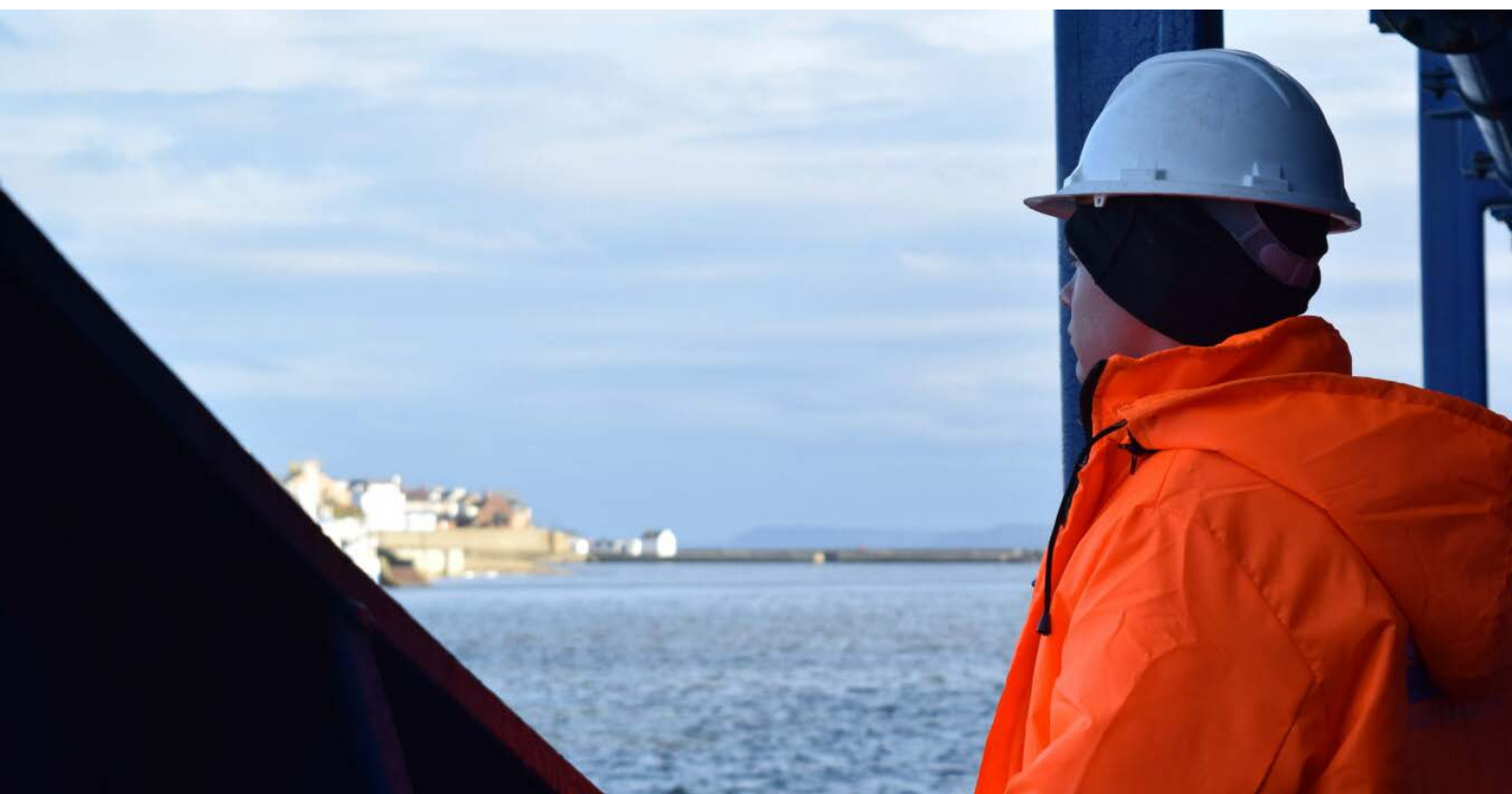
Trustee Appointment Pack 2024



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The Seafarers' Charity Trustee Appointment Pack 2024

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Introduction

Paul Butterworth



Thank you for your interest in considering the role of a Trustee at The Seafarers' Charity, a charity that has been improving the lives of those who work at sea, and their families for over 100 years.

We were established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One. As the United Kingdom is a nation with a rich maritime heritage, the need for this support has been recognised and continued down the years, within the UK and Commonwealth and now with a growing emphasis on seafarers across the world. We support seafarers and their families throughout their seafaring careers and beyond.

We are the largest independent grant funder of maritime welfare charities – with at least £2 million of funding injected into supporting the safety and welfare of seafarers each and every year. We are uniquely placed to deliver on our Mission because of our scale, history, independence, insight, influence, strong connections within the sector and our convening power.

It is always an exciting time to join our charity, but especially so now as we have just refreshed and updated our 2021 strategy - **Thrive** - as well as put in place a new communications strategy and updated fundraising strategy. We want to drive improvements in the lives of seafarers worldwide – these are set out as our five strategic outcomes.

We are very clear that strong governance is crucial to the strength of a charity and its ability to meet its charitable Purpose, Vision and Mission. We work to, and abide by, the Charity Governance Code as well as all Charity Commission regulations and recommendations, where relevant.

Our aim is to regularly bring in new Trustees as existing Trustees reach the end of their tenure. I invite you to consider applying for Chair of our Finance Committee. We welcome applications from those with a recognised financial qualification (e.g. FCA or other similar qualification), demonstrable skills

in analysing financial proposals and accounts and in examining their consequences. Alongside good, independent judgement, we will also need a willingness to devote the necessary time and effort to effectively support the Charity.

We are looking for individuals who may currently or previously have worked as a Chief Finance Officer or Finance Director.

You will need to be interested in improving the welfare and safety of those who work at sea, including those who work in the fishing industry, in the Royal or Merchant Navies or on other vessels including cruise ships and professional yachts.

We want always to have a General Council (our Board of Trustees) that reflects and represents the communities we fund or support and the voices we champion; knowledge or work experience within the charity sector would be incredibly valuable too. We aim to rotate Trustees across all committees over their tenure.

If you join our trustee board, you will have the opportunity to make a real impact and be part of our success story. We are keen that our Trustees become more involved in promoting The Seafarers' Charity and the causes we champion.

We very much look forward to hearing from you.

A handwritten signature in black ink, appearing to read 'Paul G. Butterworth'. The signature is fluid and cursive.

Paul Butterworth AFNI
Chair of the General Council

Trustee Specification

We are looking to appoint a Trustee, with a particular focus on finance, to join during 2024.

Our immediate need is for a Trustee who will, at the 2025 AGM, assume the role of Chair of our Finance and Audit Committee. This will allow a period to shadow the incumbent sub-committee Chair and will give you ample time to understand the Charity's finances.

The role of the Finance and Audit Committee Chair is

to maintain our ability to scrutinize, manage, report and make effective decisions based on our financial situation. You will work with the Finance Director to present and explain our finances to Trustees. Your background is likely to be as a Chief Finance Officer or Finance Director, holding a recognized financial qualification (e.g. FCA or other similar qualification) who has operated at Board level.



About The Seafarers' Charity

Who we are

The Seafarers' Charity has been improving the lives of those who work at sea, and their families, for over 100 years. Established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One, we support seafarers throughout their seafaring careers and beyond. We are the largest independent grant funder of maritime welfare charities – with at least £2 million in funding injected into supporting the safety and welfare of seafarers each and every year.

Our vision and mission

Our **vision** is a world where seafarers and their families are free from need and disadvantage.

Our **mission** is to tackle the disadvantages of seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

What we do

We are built on two foundational pillars: **fundraising** and impactful **grant-making**.

For over 100 years, we have been the central fundraiser for maritime welfare. As a truly independent charity, we always put seafarer welfare first. We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. Our long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector.

We award funding to support a diverse range of partner organisations to deliver vital, targeted help where it's needed most. We fund the



essential cost of a strong network of maritime welfare services across the global sector, and – crucially – tackle seafarer hardship in all its forms; at sea and on land.

Our fundraising efforts see us both reaching out to interested individuals and partnering directly with industry and other bodies. We value the importance of reciprocal relationships: delivering a back and forth dialogue that brings learning and understanding for us and our partner organisations. This includes gathering evidence and data that can help us champion and advocate for seafarers more effectively, identify new areas to target, and raise more funds. By celebrating and sharing the results of our grant-making, we aim to continuously increase our fundraising – and continuously grow our impact.

Read more about our [Impact](#) and download our [Annual Report](#).

Our Strategy

The long-term impact we want to achieve

Put simply, we believe a career at sea should be fulfilling, rewarding, safe, and free from the unique hardships that can be part of a life on board. Everything we do is about charting a course to make this a reality.

We want to drive improvements in the lives of seafarers globally – these are set out as five strategic outcomes to support long-term impact, and achieve:



Better working lives at sea



Safer working lives at sea



Enhanced financial resilience



Increased health and wellbeing



Improved social justice

Our strategy looks ahead across 2024-2030, establishing the following three key pathways, creating a clear direction of travel for our Charity, without losing the great work underway in delivering against the existing framework:

- Preventing hardship: Amongst our grant recipients, we fund charities and non-profit organisations that provide a vital safety net in times of crisis, but ultimately our vision is for a world where rescues are not needed, and charitable support delivers more than a short-term, or one-off response.

- Advocating for action: Industries and governments have a vital role to play in ensuring that working at sea is a rewarding and safe career, whatever form it takes. Where we see gaps in industry action or in regulation or enforcement, we will work collaboratively, use our convening powers and our voice, and advocate for improvements to seafarers' safety and welfare at sea.

- Global impact: We recognise that seafaring, by nature, is a global occupation. With seafaring careers taking men and women all over the world, and seafaring communities based in many different countries, our remit is broad and reflects the scale and breadth of the industries and people we support.

Our focus will increasingly be on preventing the causes of hardship experienced as a consequence of working at sea. We will better understand where opportunities to act preventatively exist, and we will assess our impact through this lens.

Equity, Diversity and Inclusion

We operate in increasingly diverse maritime communities and we understand that the organisations who we work with have people who have diverse characteristics and different experiences, needs and aspirations.

People with different backgrounds, age, skills, attitudes and experiences bring fresh ideas and perceptions. As a result, whilst we encourage anyone who meets the skills background and is interested to consider applying, we would particularly welcome applications from those groups currently under-represented on the General Council, which includes younger people.

Equity, Diversity and Inclusion work of the Charity

We are committed to being a diverse and inclusive charity to enable better support for seafarers, whether UK or Commonwealth citizens or international seafarers, as supported by our partner charities. Not only do we ensure we meet our statutory requirements in Equity, Diversity and Inclusion (EDI), we also aim to go beyond this by taking positive action and building a culture that champions diversity and inclusion internally as well as through supporting partner charities to achieve this.

It is clear that EDI is integral to good governance, thus we encourage those we fund to work towards the [Charity Governance Code](#), with Principles 5 and 6 as a priority if not already addressed.

Our staff team are incredibly innovative in their work on diversity and you can find a selection of the areas that we are proud of on our website at: theseafarerscharity.org.



Living our Values

Crucially, we continue to be an organisation that is proud of not shying away from tackling difficult and complex systemic challenges – we fund research to understand the issues we work on, and then we use our voice, our convening power, and our willingness to collaborate, to bring positive change for seafaring communities. Through this approach, we work by – and exemplify – our values. We are:

Driven by integrity

We do the right thing. Compassion and transparency are embedded in how we work.

Innately collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

Proudly innovative

We embrace effective new ideas and ways of working.

Bold in our decisions and actions

We ensure impact through brave and well-considered decision-making.

Trustee Appointment Process

We are keen to broaden the skills and experience of our Trustee body in order to strengthen the General Council and drive The Seafarers' Charity forward. We encourage applications from all suitably qualified and eligible candidates.

How to apply or register

We want to give you the opportunity to find out more about us and the role of a Trustee, and whether you feel it is right for you. If you are interested in applying or would like to find out more:

- **Call Deborah Layde, Chief Executive, on 020 7932 0000** to have an initial discussion and learn more about the Charity.
- Alternatively (or once you have had an initial discussion and wish to apply), please send to **chair@theseafarerscharity.org** an up-to-date CV with a letter of application setting out:
 - Why you wish to join The Seafarers' Charity
 - What relevant skills and experience you would offer
 - How you meet the requested criteria.
- We aim to respond to you within five working days. If you are called forward for interview with the Nominations Committee, we will notify you of the date as soon as possible.
- New Trustees will be approved and appointed as soon as practicable after the recruitment process is complete.

Background

Remuneration: Unpaid – Trustees may claim out-of-pocket expenses incurred in travelling to meetings.

Time commitment: Three General Council (Trustee Board) meetings per year plus four sub-committees (during working hours). Additionally, any tasks between board meetings that the role might require, including attendance at occasional networking or fundraising events.

Meetings will be held at our London office and via virtual attendance.

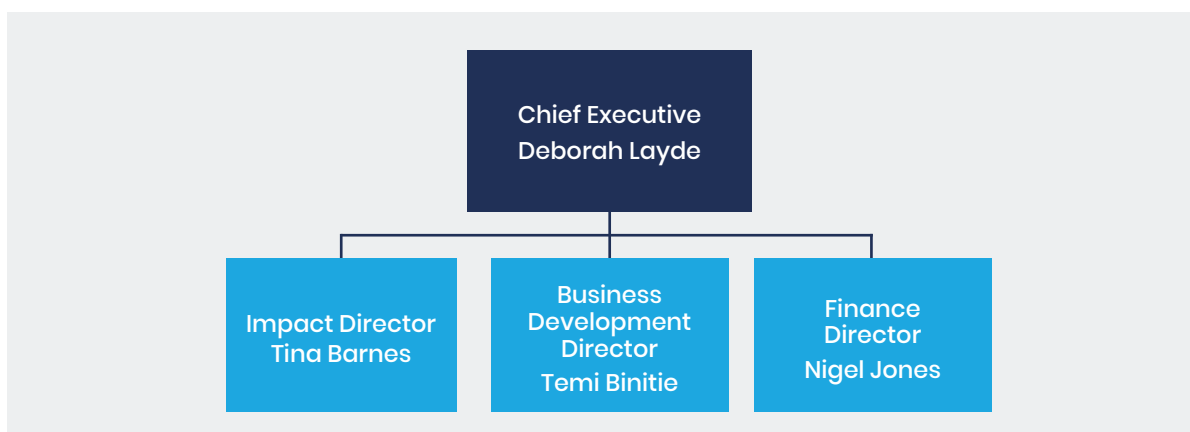
Term in office: Trustees are appointed for an initial term of three years with the possibility for the reappointment of an additional two three-year terms (total nine years) at which point a Trustee must step down in line with the Charity Governance Code and as endorsed by the Charity Commission.

Location:

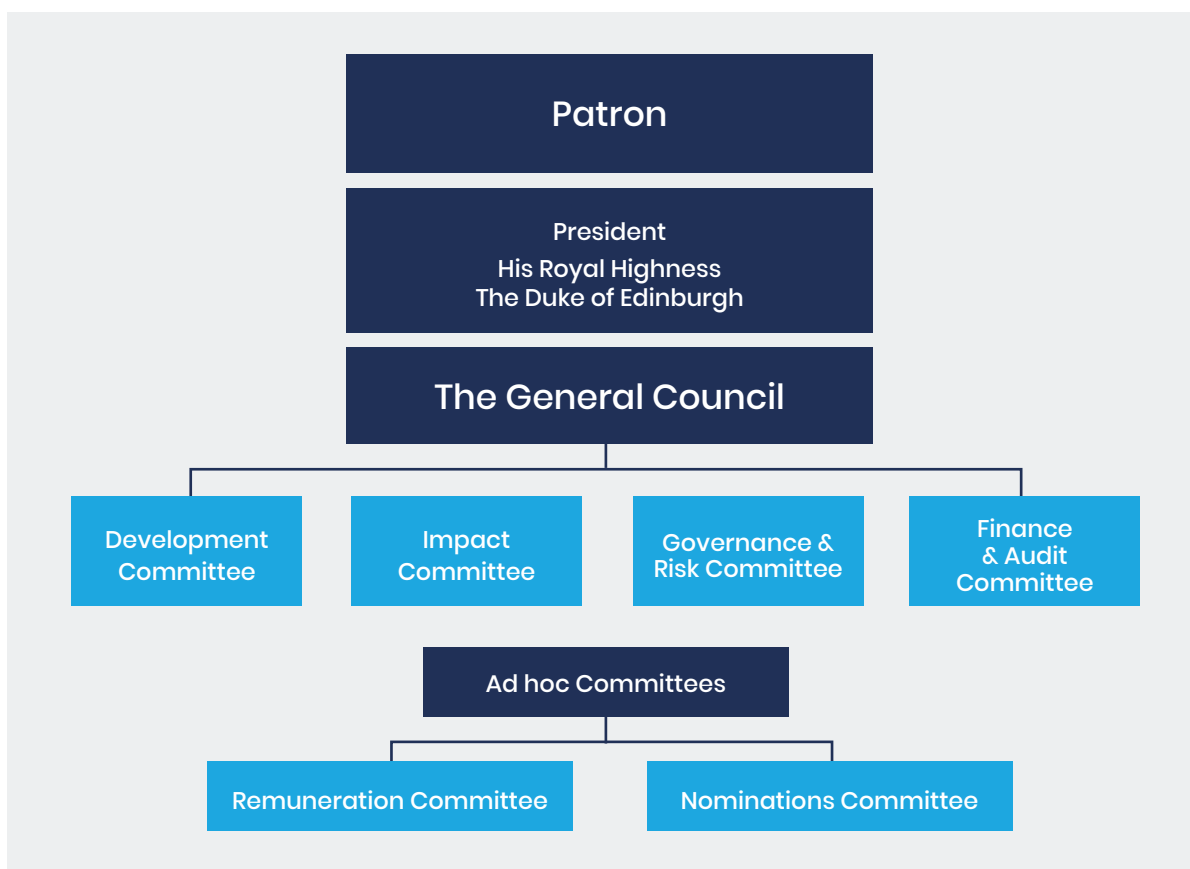
The Charity's premises are at:
8 Hatherley Street
London
SW1P 2QT

Organisational Structure

Leadership Organisational Structure



General Council / Sub-committee Structure



The Role and Duties of a Trustee

The following information should help you understand the roles and responsibilities required of a Trustee.

Legal requirements of a Charity Trustee

The overriding duty of all Charity Trustees is to advance the purposes of their charity as well as several basic responsibilities.

The Charities Act 2011 defines Charity Trustees as:

The persons having the general control and management of the administration of a charity, under the charity's governing document.

In the first instance, you should read the Charity Commission Guide, 'The Essential Trustee – What You Need to Know'. A copy can be viewed [here](#).

For The Seafarers' Charity, Trustees collectively sit on the General Council, our Board. will be known as the Trustee Board.

This consists of:

- The Chair
- The Deputy Chair
- A minimum of seven appointed Trustees
- Presently, there are 14 Trustees



The Role and Duties of the General Council (Trustee Board)

Being a Trustee

As a Trustee, you will:

- Be an ambassador for The Seafarers' Charity and for our work
- Help shape the strategic direction of The Seafarers' Charity
- Ensure The Seafarers' Charity has policies in place that comply with current legislation and promote good practice
- Ensure that staff, money and other resources are used appropriately, and that this is always monitored properly
- Actively support the income generation and outward-facing activities of the Charity
- Place the needs of seafarers and their families always at the centre of decisions taken by The Seafarers' Charity
- Participate fully in meetings and make sure that decisions taken at meetings are implemented
- Attend training sessions, to promote your knowledge and professional development in the role of Trustee
- Work in line with our Equity, Diversity and Inclusion principles.

The role of the Board

The General Council must always act in the best interests of The Seafarers' Charity. The Trustees must act as a group, and not as individuals.

Duties of a Board member

- Ensure that The Seafarers' Charity complies with the governing document (the Royal Charter), charity law and any other relevant legislation or regulations.
- Ensure that The Seafarers' Charity pursues its objects as defined in the Royal Charter.
- Ensure The Seafarers' Charity applies its resources exclusively in pursuance of its objects.
- Contribute actively to discussions by giving strategic direction, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets.
- Safeguard the good name and values of The Seafarers' Charity.
- Ensure the financial stability of The Seafarers' Charity.



Person Specification

It is essential that a diverse skillset is represented amongst the Trustee Board.

It is expected that the Trustees work as a team, so they can draw on different skills depending on the task in hand. We encourage you to highlight your strengths, so that we can compare these to the skills already represented.

Beyond these specific skills, there are some more general criteria that are either essential or desirable for Trustees of The Seafarers' Charity.

Essential criteria

- A passion and commitment to the values and objectives of The Seafarers' Charity.
- A network of relevant contacts for fundraising, impact and advocacy work.
- An ability to work effectively as a member of a diverse team.
- An ability to communicate effectively and think

creatively.

- An ability to make sound, independent judgements and be unafraid to speak out.

Desirable criteria

- An understanding and acceptance of the legal duties, responsibilities and liabilities of a Trustee.
- Knowledge and understanding of the needs of the seafaring community.
- Experience of stakeholder engagement in the maritime sector.
- Individual with a maritime industry related background.



Statement of Good Governance



As a Trustee I will...

- Hold ultimate responsibility for the effective, ethical and legal running of the Charity.
- Work in line with the Vision, Mission and Values of The Seafarers' Charity.
- Work with personal integrity, managing my own conflicts of interest and declaring these to the Trustee Board as and when they arise.
- Promote my own continual professional development and undertake any additional training where necessary to understand the work we do at The Seafarers' Charity.
- Act as a leader and ambassador for the organisation.

As the General Council/Trustee Board we will...

- Work with the Leadership Team to implement our organisational strategy. Constructively challenge both ourselves and each other, to ensure we are working in the best interests of the Charity.
- Be open and transparent in our decision-making processes.
- Evaluate our performance as a group, identify any potential gaps in our collective skillset and undertake work to fill these gaps.

the seafarers' charity

The Seafarers' Charity
8 Hatherley Street
London SW1P 2QT

t 020 7932 0000
e contact@theseafarerscharity.org
w theseafarerscharity.org

The Seafarers' Charity (formerly King George's Fund for Sailors) is a Registered Charity, no. 226446 in England and Wales, incorporated under Royal Charter. Registered in Scotland, no. SC038191. Registered Office: 8 Hatherley Street, London SW1P 2QT.

President: HRH The Duke of Edinburgh KG GCVO
Chair of the General Council: Paul Butterworth AFNI Chief Executive: Deborah Layde

