

JULY 2024



**United Nations Association - UK
(UNA-UK)**

CHAIR OF TRUSTEES

Candidate pack

For further information:
[UNA-UK Board of Directors](#)

www.una.org.uk

ABOUT UNA-UK

OUR VISION

A global community connected in its pursuit of equality, sustainability, and peace.

OUR MISSION

UNA-UK builds movements for systemic transformation at the UN and advocates for UK action for global cooperation.

OUR VALUES

Boldness. Creative, constructive, disruptive. We do what it takes to speak truth to power.

Accountability. Decisions that affect us all should not be taken behind closed doors. We practice self-reflection, expect transparency, and challenge inequality.

Intersectionality. We recognise the interconnected nature of oppression and challenge the structures that drive injustice.

Solidarity. We find power in community around the world and amplify the work of grassroots changemakers.

ABOUT UNA-UK

Since 1945, UNA-UK has been a leading source of analysis on the UN. We have sought to build a better understanding of the challenges facing the world, and demonstrate that the UN will be a necessary tool in building a safer, fairer and more sustainable world. Through our work with decision-makers, we have championed multilateral solutions. By working with practitioners and experts, we have endeavoured to strengthen international law and cooperation.

Recent events have shown how quickly decades of progress can be reversed: poverty, deepening inequalities, and growing disconnect with governments and institutions. As conflicts, violence and human rights violations continue unabated, rather than uniting to tackle the challenges we face, too many remain divided – at local, national, and global levels. This shows how exposed and fragile our global systems remain. We must recognise that these systems are not working for everyone and we cannot ignore the plight of others, either on our doorstep or in faraway places. Huge transformations are only possible if there is political will and public support, backed by evidence and effective resourcing.

As the 'go-to organisation' for all things UN in the UK, we're proud of our track record of delivering impactful campaigns, high-profile events, and expert publications. We are also proud of our capacity to bring together people from all walks of life – policy-makers, local communities, NGOs, businesses, journalists and young people – in support of UN goals.

We are seeking an enthusiastic Chair to support the charity during our next phase as we develop a new strategy to help us respond to the growing challenges facing the international community, and to improve our engagement with our stakeholders, global partners and grassroots supporters.

ROLE DESCRIPTION

About the UNA-UK Board

UNA-UK has a Board of Trustees whose main objectives are to ensure that the charity:

- Upholds, safeguards, and promotes the Charity's aims and values, particularly relating to the UN Charter, in alignment with its corporate responsibility.
- Has high standards of probity and governance and remains within its terms of authorisation, constitution, and statutory obligations.
- Operates within the remit of its charitable objectives.
- Realises its objectives and fulfils its statutory requirements.
- Is well-managed with sufficient resources to deliver on its objectives.
- Complies with legislation pertaining to UK charities and companies.
- Promotes equality and diversity in all its activities.

Chair Responsibilities

- Provide strategic direction to achieve UNA-UK's objectives.
- Act as an ambassador for UNA-UK in partnership with the Chief Executive Officer to build strong external relationships at local, regional, national, and international levels.
- Act as line manager and mentor to UNA-UK's Chief Executive Officer and may mentor other staff to help achieve the Charity's strategic objectives and meaningful impacts.
- Provide practical support to UNA-UK staff in alignment with the Chair's expertise. This could include assisting with funding approaches and applications; reviewing documents prepared by UNA-UK's pro bono lawyers; participating in relevant events and meetings; using their contacts to promote specific UNA-UK activities; and introducing UNA-UK to potential funders/donors and other relevant contacts.
- Time commitment is approximately 2 days/month

The Board is currently looking for a Chair that can contribute to the following areas:

- Political awareness both at UK national level and globally on issues that are relevant to the UN.
- Media engagement to reach new audiences and improve the impact of UNA-UK's work.
- Fundraising from trusts, foundations, the general public and the private sector.
- Compliance/legal matters to support our governance and compliance procedures.

The Chair will support the Charity to ensure the Board is able to demonstrate:

- Understanding of and commitment to UNA-UK and its objectives, as well as the legal duties and responsibilities of charity Trustees and company directors.
- Empathy with the vision, mission, and values of UNA-UK.

Desired Skills

- Knowledge of UK and/or UN politics.
- Ability to engage and inspire others to maximise their contribution to UNA-UK using their strengths and abilities.
- Understanding of when to lead and when to follow.
- Understanding of how to balance risks and benefits when making decisions.
- Ability to contextualise matters for immediate consideration within medium- and long-term planning.
- Commitment to integrity, diversity, inclusion and transparency.
- Ability to consider information from a range of sources, recognise their own subjectivity, and form conclusions about best courses of action for the organisation.
- Ability to build collaborative and constructive relationships with those around them.
- Experience of providing constructive support to colleagues.
- Responsive, clear, honest, and kind communication.

Please note that the Chair as Director and Trustee of UNA-UK must meet the independence and 'conflict of Interest' criteria, and all significant commitments must be declared prior to appointment, e.g., other Chair and Executive or Non-Executive directorships. All significant commitments should be disclosed in your cover letter.



Candidates for UN Secretary-General take part in public hustling as a result of UNA-UK's 1for7 Billion campaign in 2016. © UNA-UK/Zoë Norfolk

MAIN DUTIES AND RESPONSIBILITIES

1 Board Meetings

The Board meets four times a year, typically in March, June, September, and December. Each meeting lasts approximately 2 hours. The Chair is expected to approve the agenda and to attend all meetings and must inform UNA-UK's Company Secretary if they are not able to do so well in advance. Board meetings may take place in person or remotely.

The Chair is expected to review board papers prior to the meeting and together with other Trustees contribute to the development of plans, policies, and strategies.

2 Strategy

The current UNA-UK strategy can be found [here](#).

All Trustees have a responsibility to hold the CEO accountable for the effective management and delivery of the organisation's strategic aims and objectives. The Chair should:

- Develop a close and constructive relationship with other Trustees, the CEO and senior management team to provide support and guidance while respecting executive responsibility.
- Collaborate with the CEO to define and document the CEO's annual objectives, goals, and deliverables to assist the Board with the CEO's quarterly/annual performance review.
- Keep in regular communication with the CEO for ongoing monitoring and reporting of progress towards the Board's priorities.
- Represent UNA-UK at events locally, nationally, and internationally to raise UNA-UK's profile and awareness of UN values and objectives, and support UNA-UK priorities.

3 Compliance

The Chair should lead the Board to:

- Ensure that all Trustees contribute to Board discussions and approvals or excuse themselves from discussions if they have a conflict of interest.
- Ensure that UNA-UK complies with its constitution (please see our governance documents [here](#)).
- Maintain the organisation's financial viability, ensuring that UNA-UK is using its resources effectively, that internal controls and reports on financial affairs are appropriate, and that the Board and Committees support fundraising efforts as appropriate.
- Ensure that UNA-UK complies with all applicable legislation and regulations expected of the organisation.

TERM OF APPOINTMENT

The UNA-UK Chair is appointed by the board initially for a one-year term, with the possibility of reappointment for a further 5-year term. The role of the Chair will be treated as that of an appointee, not an employee. To ensure that public service values are maintained, all Trustees are required on appointment to agree and to abide by the UNA-UK Code of Conduct.

REMUNERATION

This is an unpaid voluntary role. Expenses such as travel costs to meetings will be reimbursed.

ELIGIBILITY TO APPLY

To apply, you must:

- Be fit to serve as a charity Trustee and company director (see below).
- Abide by UNA-UK's Articles and Rules.
- Be able to attend a minimum of four Board meetings a year and four Finance and Governance Committee meetings a year.
- Manage and mentor the Chief Executive Officer of UNA-UK

Any person who meets the criteria specified in the Role Description above is eligible to apply if they:

- 1.** Are willing to become paid-up member of UNA-UK on appointment as Trustee. The membership fee is currently £10 per annum. For further information, please contact info@una.org.uk
- 2.** Would not be disqualified from serving as a charity trustee and company director under the provisions of Article 38 of UNA-UK's Articles, which include:
 - Any person who is disqualified from acting as a Trustee by virtue of section 72 of the Charities Act 1993 or any statutory re-enactment or modification of that provision.
 - Any person who is incapable of managing and administering his or her own affairs.
 - Any person who ceases to be a member of the charity, either voluntarily or through termination of membership.
 - Any person ceases to be a director by virtue of any provision in the Companies Acts.
 - Any person who is prohibited by law from being a director.
- 3.** Are aged 18 years or above at the date of their appointment to the Board.
- 4.** Have not been subject to a bankruptcy order or have in place a composition with their creditors.
- 5.** Do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974).
- 6.** Do not hold or have not held a salaried contract of employment or a fixed term contract more than six months with UNA-UK during the year prior to the appointment.
- 7.** Are not subject to an inherent, ongoing conflict of interest with the charity, or hold office in any organisation with conflicting interests to the charity.
- 8.** Do not stand to benefit financially, either directly or indirectly, from any working relationship that is established in the course of duties undertaken or contacts made on behalf of UNA-UK.

EQUALITY AND DIVERSITY

UNA-UK is committed to equality, diversity and inclusion and welcomes applications from everyone regardless of their background.

UNA-UK strongly encourages diversity and ensuring there is no discrimination in all our operations, in line with our values. As a small charity that needs to make the most of its limited resources, we firmly believe that this is best achieved by embracing the fact that everyone is different and has something unique to offer. We also believe that in order to strive towards our mission effectively, our Trustees, employees and volunteers should be representative of our society, and should feel respected and able to give their best. This means ensuring that we draw from as wide a talent pool as possible.

APPLICATION PROCESS

Recruitment is on a rolling basis and applications should be sent to UNA-UK's Interim CEO (Angie Pankhania) at jobs@una.org.uk and include the following:

- A CV
- A cover letter including: a declaration that the applicant meets the eligibility criteria; a declaration that the applicant agrees to abide by UNA-UK's Articles and Rules and these recruitment guidelines; a short profile outlining what they will bring to this role and why they are applying for this Trustee Role.
- Two references with contact details.

Applications will only be accepted if the candidate has supplied all the above information and they meet the eligibility criteria.

RECRUITMENT PROCESS

Applicants will be shortlisted by the Board Recruitment Panel with support from other Trustees and members of UNA-UK's senior management team as appropriate. Shortlisted applicants will be contacted as soon as possible to arrange an interview.

Successful candidates will be invited to the next UNA-UK Board meeting and the UNA-UK Board will formally appoint the new Chair during this Board meeting.

Please note that UNA-UK may reject an application if in UNA-UK's view the candidate has not followed the application process as outlined above, there are material inaccuracies, untruthful, or libellous statements. Please note also that due to the volume of applications received, we regret that we can only provide feedback for shortlisted candidates. Given that the recruitment process is on a rolling basis, interviews may be arranged at short notice and the application process closed without notice.

ENQUIRIES

For an informal conversation about this role, please email jobs@una.org.uk to contact Angie Pankhania (Interim CEO) or Frances Chambers (Interim Chair).

