

OCTOBER 2024



UNA-UK

UNA-UK TRUSTEE

Candidate pack

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

www.una.org.uk



OUR VISION

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

OUR MISSION

- Explaining how the UN works and what it can realistically achieve
- Connecting people and organisations to the UN's work and values
- Providing an interface between the UN and the UK
- Calling for active and progressive UK leadership at the UN
- Stimulating debate and action on how to make the UN more effective, transparent, inclusive and accountable
- Convening key players from all sectors, in the UK and internationally, to promote multilateral solutions to global problems
- Equipping our members and supporters to further all of these aims

OUR VALUES

1. **Boldness.** Creative, constructive, disruptive. We do what it takes to speak truth to power
2. **Accountability.** Decisions that affect us all should not be taken behind closed doors. We practice self-reflection, expect transparency, and challenge inequality.
3. **Intersectionality.** We recognise the interconnected nature of oppression and challenge the structures that drive injustice.
4. **Solidarity.** We find power in community around the world and amplify the work of grassroots changemakers.



ABOUT UNA-UK

Since 1945, we have been the UK's leading source of analysis on the UN. The United Nations Association – UK (UNA-UK) is devoted to building support for the UN amongst policymakers, opinion-formers and the public. We believe that a strong, credible and effective UN is essential if we are to build a safer, fairer and more sustainable world. We advocate for strong UK government support for the UN and seek to demonstrate why the UN matters to people everywhere.

UNA-UK derives great strength from its vibrant grassroots support people across the UK from all walks of life, and a network of community and university based UNA Groups. Together, they form a critical mass of support for the UN in the UK and beyond.

The pandemic demonstrated how quickly decades of progress can be reversed: poverty is increasing, inequalities are deepening, and there is growing disconnect with governments and institutions. It also exposed how flawed and fragile our societies and economies are, including our global system. Meanwhile, conflicts continue unabated, and violence and human rights violations are on the rise. Rather than uniting to tackle the challenges we face, too many remain divided – at local, national and global level.

As we seek to recover from these crises, we cannot aspire to return to normal, because 'normal' was not working for most of the world's people. We must recognise that none of us have the luxury of ignoring the plight of others, either on our doorstep or in far-away places.

We are at an exciting time as we develop our new strategy and plans for improved engagement structures with our grassroots supporters. We are a trustees to support the UNA-UK Board to lead the charity through this transition.

UNA-UK Strategic Plan

- **The future we want** – through outreach and communications, we will engage people in the UK and beyond in building a better future for all, and empower them to address the challenges we face
- **The UN we need** – through research and campaigns, we will generate momentum to make our global institutions more able to achieve this vision, as well as more open, inclusive and accountable to the people they serve
- **The UK's role** – through advocacy and engagement, we will encourage our country to lead by example, making the case for global solidarity and cooperation, at home and abroad, and backing it up with concrete actions

A SELECTION OF UNA-UK PUBLICATIONS:



Renewing the UN system:
Taking stock after 75 years

[Read here](#)



Stop Killer Robots in UK Universities: An investigation into the role of UK universities in the development of autonomous weapons systems

[Read here](#)



UNA-UK Magazine 2021:
This is one degree

[Read here](#)

JOB DESCRIPTION

About the UNA-UK Board

UNA-UK has a Board of Trustees whose main objectives are to ensure that the charity: operates within the remit of its charitable objectives; complies with legislation pertaining to UK charities and companies; and is well-managed with sufficient resources to deliver on its objectives. Trustees also provide strategic direction to achieve these objectives.

The Board has identified the charity's ability to respond to the changing operating environment a priority and to enhance Board skills, experience, contacts and diversity needed to sustain UNA-UK.

The Board is currently looking to appoint a Trustee who can support UNA-UK with their Financial and Accounting skills.

A Trustee should be able to demonstrate as many of the following as possible:

- Understanding and commitment to UNA-UK and its objectives
- An understanding and acceptance of the legal duties, responsibilities and liabilities of charity Trustees and company directors
- Empathy with the vision, mission and values of UNA-UK
- Integrity and transparency
- The ability to make good, independent judgements
- The ability to think strategically, objectively and creatively
- The ability to work effectively as a member of a team
- A willingness to speak their mind, as well as to accept group decisions

Trustee Role

The primary duty of Trustees is to ensure that the charity operates within its charitable remit and legislation pertaining to charities and companies in the UK, and that it is well-managed with sufficient resources to deliver its objectives.

- Ensure high standards of probity and governance and that the organisation remains within its terms of authorisation, constitution and statutory obligations.
- Uphold, safeguard and promote the organisation's values and philosophy, particularly relating to the UN Charter, in alignment with its corporate responsibility.
- Ensure the organisation realises its objectives and fulfils its statutory requirements.
- Uphold the values of UNA-UK and ensure that the organisation promotes equality and diversity for all its stakeholders.
- Work as an ambassador for UNA-UK in partnership with the Chief Executive Officer to build strong external relationships at local, regional, national and international level.
- Provide practical support to UNA-UK staff in their areas of expertise. Possible support includes 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 donors and other relevant contacts.



BACKGROUND AND EXPERIENCE

- A record of achievement at Board/senior executive level - private, public or voluntary sector.
- Evidence of providing effective strategic direction supported by knowledge of governance and how boards should add value.
- Experience of building successful alliances and working relationships with a capability to influence a complex range of stakeholders.
- Evidence of exercising independence of judgment.
- Experience of holding senior management teams to account and, in turn, accustomed to a high level of accountability.
- Please note that Trustees 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 to UNA-UK in the covering letter.

MAIN DUTIES AND RESPONSIBILITIES

1

UNA-UK Board

- The Board meets four times a year in London, – normally March, June, September and December.
- Each meeting lasts approximately 2 hours.
- Trustees are expected to attend all meetings and must inform UNA-UK's COO if they are not able to do so.
- Participation is normally remote with one meeting in-person per year.
- Trustees are expected to review board papers prior to the meeting and contribute to the development of UNA-UK with their skills and experience.
- Mentor UNA-UK staff to help with staff development and build capacity within the UNA-UK team
- Work with colleagues on the Board and the Chief Executive to ensure UNA-UK meets its strategic objectives

2

Strategy

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

- Hold the CEO accountable for the effective management and delivery of the organisation's strategic aims and objectives.
- Develop a close and constructive relationship with the CEO and senior management team to provide support and guidance while respecting executive responsibility.
- In partnership with the CEO and other senior colleagues, represent UNA-UK at events locally, nationally and internationally to raise awareness of UN values and objectives, and support UNA-UK priorities.

3

Compliance

- Ensure that UNA-UK complies with its constitution (please follow this link to [our governance documents](#)).
- Maintain the organisation's financial viability, ensuring UNA-UK is using its resources effectively, control and report on financial affairs, and support fundraising efforts as appropriate.
- Ensure that UNA-UK complies with any other applicable legislation and regulations.

SKILLS AND ABILITIES

- Financial and accounting skills
- Political nous and understanding of issues relevant to UNA-UK.
- Appreciation of the difference between governance and management.
- Excellent interpersonal and influencing skills.
- Excellent networks and communication skills, including the ability to engage with a wide range of audiences: staff, public, the media and other stakeholders.
- Sound knowledge of corporate governance.

PERSONAL ATTRIBUTES

- Impartial, fair and objective.
- Able to engender respect from others and ensure board member views are listened to and considered.
- A good listener with an ability to weigh up arguments and contribute to Board discussions effectively.
- Deep commitment to UN values, including diversity in all its forms.
- Effective team member.

EQUALITY AND DIVERSITY

UNA-UK strongly encourages candidates from all backgrounds to apply. At present, the Board is particularly keen to receive applications from ethnic minorities and persons under 30.

We are fully committed to encouraging 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 discharge 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.

TERMS OF APPOINTMENT

- Voluntary role.
- Initial term of appointment will be three years with the possibility of reappointment for a further term of three years.
- The role of the Trustees and Non-Executive Directors are appointees not employees. To ensure that public service values are maintained, all Directors are required on appointment must agree to abide by UNA-UK Code of Conduct.

ELIGIBILITY TO APPLY

In order to apply, you must:

Be fit to serve as a charity Trustee and company director (see below)

Be willing to serve a minimum three-year term of office

Abide by UNA-UK's Articles and Rules

Be able to attend Board meetings four times a year, either in person or virtually

Be (or be willing to become) a member UNA-UK

Any person who meets the criteria specified in the Trustee Role Description above is eligible to apply, as long as they:

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 see: una.org.uk/support-us/membership

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 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

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

Are aged 18 years or above at the date of their appointment to the Board

Have not been subject to a bankruptcy order or have in place a composition with their creditors

Do not have a conviction for an indictable offence (other than a spent conviction as defined by the Rehabilitation of Offenders Act 1974)

Do not hold or have not held a salaried contract of employment or a fixed term contract in excess of six months with UNA-UK during the year prior to the appointment.

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.

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.

APPLICATION PROCESS

Applications should be addressed to UNA-UK's interim CEO (Angie Pankhania), sent to jobs@una.org.uk and include the following:

- An up to date CV
- Provide two for references including contact details
- A cover letter that includes:
- A declaration that the applicant meets the eligibility criteria as set out below
- 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

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 Recruitment Panel of the UNA-UK Board 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 UNA-UK Board meeting on the **18th of December 2024**. The UNA-UK Board will formally appoint new Trustees 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, untruthfulness or libellous statements. Due to the volume of applications we receive, we regret that we can only provide feedback to shortlisted candidates.

The closing date for applications is **10am, Monday 25 November 2024**. Applications received after this date will not be considered. Interviews may be arranged at short notice.

REMUNERATION

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

ENQUIRIES

If you have any questions about the role, please contact us at jobs@una.org.uk



UNA-UK