



CARE International UK

**CHAIR & TRUSTEE
CANDIDATE PACK**
November 2024

Thank you for your interest in becoming a Trustee or Chair

CARE International UK (CIUK) is one of 19 full members of the global CARE International confederation. Our collective mission is to save lives, defeat poverty and achieve social justice. We cannot overcome poverty until everyone, everywhere has equal rights and opportunities – that's why women and girls are central to our work.

A woman with a voice has the power to change lives.

Last year, CIUK reached nearly 1.5 million people – over 50% of whom are women and girls – across 43 countries via 91 programmes, tracking our contribution to the UN's Sustainable Development Goals. As well as supporting global humanitarian and development work, CIUK provides expertise in emergency shelter, women's voice and leadership, climate justice, crisis response, and working with business partners to achieve our Mission.

We also play a key role in CARE's UK and international policy and external engagement work focused on tackling the structural causes of poverty and social injustice, pushing for an increased focus on gender equality and women's rights and leadership from UK policymakers and funders.

Halfway through delivering our current organisation strategy 2023-2026, *'Women leading change in times of crisis'* ([read here](#)) CIUK is seeking to appoint up to four additional trustees to our Board and a new Chair of the Board of Trustees.

We are especially keen to invite applications from individuals with the following professional backgrounds:

- Extensive executive charity leadership experience (ideally CEO) in an international context.
- Leadership in social enterprises, government or not-for-profits, or relevant non-executive experience.

Cover Image: Parita, farmer and community leader in Nepal. Image © CARE Nepal



Lyndall Stein, Chair of Trustees

- Strategic communications experience including PR, media, corporate, social.
- Director level voluntary fundraising experience.
- Director level INGO finance experience in a highly contracted environment.
- Director level organisational development and people experience including anti-racism, feminist leadership, and safeguarding.
- A corporate/business background including a focus on corporate social responsibility or charity partnerships.
- Experience in digital and data, ideally in a social justice context.
- Previous experience as a trustee or non-executive director will be highly regarded.

If you think you have something to offer, I invite you to read on. I look forward to receiving your application.

Yours sincerely,

Lyndall Stein
Chair of CARE International UK
Board of Trustees

Chair and Trustee Vacancies

ROLE PROFILES



Suco Management
Committee in Viqueque
Image ©
Sarah Wiles/CARE

CARE International is a leading humanitarian organisation fighting global poverty. Founded in 1945, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and all people live in dignity and security.

Today, we operate in over 120 countries around the globe to save lives, defeat poverty and achieve social justice. We place special focus on women and girls, because women's rights are human rights, and we know that we cannot overcome poverty until all people have equal rights and opportunities.

CARE is non-religious and non-partisan, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, gender, ethnicity, age, religion, political view, or sexual orientation. CIUK, as part of the CARE International confederation has a set of values and feminist leadership principles which guide everything we do.

As we approach the halfway point of our current organisational strategy and work on operational planning for the next five years, CIUK is seeking to appoint up to four additional trustees to its board. We are also seeking a Chair of the Board to lead the organisation through the delivery of this strategy and support us to determine with staff how our future direction should evolve from 2026-2030. These opportunities have arisen as several current trustees, and the Chair, are coming to the end of their terms.

International development is a complicated environment undergoing significant change. CIUK is at the heart of this change aiming to shift power to the communities we exist to serve by building equitable, sustainable partnerships with local organisations to deliver more impact for people facing poverty and crisis. We're looking for people who understand this context and ideally have experience of being part of a charity board of trustees already.

With a strong core trustee board currently in place, we are looking to grow the membership to bring the following skills, knowledge, and experience:

Chair of the Board

- Extensive executive charity leadership experience (ideally CEO) in an international context.
- Experience managing many different issues (reputation; people; compliance etc.) with care and judgement.
- A substantial understanding of complex international organisations – federations / confederations – and the delicacies of getting things done in that context.
- Demonstrated ability to influence, manage relationships and multiple stakeholders.
- Strategic mind and experience of leading organisation change.
- Excellent manager of Boards with plenty of charity governance and chairing experience.
- Ideally a functional / technical specialisation outlined in the following Trustee profile.



Febby, a climate resilient farmer, Zambia.
Image © Peter Caton/CARE

Trustees

With the following skills and experience:

- **Communications** – current relevant strategic level, as well as previous hands-on experience.
- **Voluntary fundraising and marketing experience** – especially philanthropy, but could also include public fundraising at a senior level.
- **Finance** – having operated as a finance director of an international INGO/relevant similar sized complex organisation.
- **Organisational development, employee relations including anti-racism, feminist leadership.**
- **Technology** – data and / or digital at a senior level, and ideally in a social justice context.
- **Corporate/business** – senior experience in a corporate/business environment working on corporate partnerships and social responsibility.

Ethyl, a farmer from Cebu, Philippines.
Image © Kathleen Lei Limayo/CARE





Businesswoman based in North-West Syria.
Image © 4K Production/CARE

Trustee Core Requirements:

We have the following requirements from all our trustees:

- A strong commitment to the work of the organisation as described in the CARE International Vision 2030 ([here](#)) and our latest CIUK strategy ([here](#)).
- Ability to work at a strategic level, scrutinising, seeking assurance and offering expert advice.
- Ability and desire to work collaboratively and effectively as a member of a team.
- Good independent judgement with the ability to ask questions, give challenge in a positive and constructive way.
- A demonstrable understanding and acceptance of the legal duties, responsibilities and liabilities of charity trusteeship and an appreciation of the personal implications.
- A strong commitment to championing human rights, anti-racism, feminism, equality, and diversity.
- Understanding of best practice and trustee responsibility for safeguarding.
- Willingness and ability to meet the time commitment required to fulfil the trustee role (approximately one day per month, up to 10 days a year).
- Attend all full board meetings in London in person (4 per year).
- There are rules which disqualify certain people from being a trustee of a charity. It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.
- We are constantly seeking to enrich the diversity we have on the Board, and we actively seek applications from individuals from diverse backgrounds. You can see our current Board of Trustees [here](#).

Trainee at CARE's #START4Girls project.
Image © Pauline Hurungudo/CARE



Term of office

- This is a voluntary unpaid role with all reasonable expenses reimbursed.
- Trustees are appointed for an initial term of office of 3 years, which can be renewed once, or in exceptional circumstances twice up to a maximum of 9 years.

For Chair candidates only:

- **The Chair line manages the CEO who is responsible for the effective leadership and management of the organisation.**
- **Willingness and ability to meet the time commitment required to fulfil the Chair role responsibility (approximately two day per month, up to 20 days a year).**

Time commitment

- The Board meets four times a year **in person** in London in March, June, September, and December, with one away day each year to focus on strategy / Board development.
- Ad hoc meetings may be required on occasion to support CIUK delivering on its responsibilities.
- You will receive papers to read ahead of each meeting to prepare you for the discussions.
- Each trustee must become a member of one or more of the Board's sub committees, which also meet four times a year.
- Board members are also encouraged to visit our programmes and see the work we deliver first hand, and all trustees will be invited to key external stakeholder events such as fundraising events.



Woman working to build climate resilience in Zimbabwe.
Image © CARE

Process and timetable for applications

Equality and Diversity

We are committed to Equality and value Diversity.

We are a Disability Confident Employer and particularly welcome applications from disabled people. We guarantee interviews to disabled applicants who meet the essential criteria for the role. If you require the candidate brief or need to submit your application in an alternative format, because of a disability, please do get in touch by sending an email to hrteam@careinternational.org

We also encourage people from Black, Asian, or Minority Ethnic (BAME) backgrounds or LGBT+ to apply for roles at **CARE International UK**.

Zainab, a nurse in Sierra Leone.
Image © Nigel Barker/CARE



Applications

To apply, please follow the link below identifying if you are applying for the Chair or the Trustee role.

Please answer the questions on the online application and attach a CV of no more than three pages, outlining how your experience and background makes you a suitable candidate in light of the role profile outlined above and the core requirements of the role/s.

Find out more:

<https://ciuk.jobs.people-first.com/jobs>

Timeline

- Closing date: Thursday 2 January 2025
- First round virtual interviews: week commencing 13 January 2025
- In-person panel interviews: week commencing 20 January 2025
- Decision/references: End of January / early February 2025
- Please contact the HR team on hrteam@careinternational.org with any queries about the application process.



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