



fertilitynetworkuk

23 St Leonards Road  
Bexhill on Sea  
East Sussex  
TN40 1HH

E: [office@fertilitynetworkuk.org](mailto:office@fertilitynetworkuk.org)

[www.fertilitynetworkuk.org](http://www.fertilitynetworkuk.org)

# APPLICATION PACK

## Trustee

## Trustee Application

Dear Applicant

Thank you for your interest in Fertility Network UK. We're an independent charity working hard to help the 3.5 million people in the UK affected by the devastation and pain of fertility issues. We're at a time of board change and seeking new trustees to join the Board. We are delighted that you're considering joining us.

It's an exciting time for the charity and your opportunity to influence its strategic direction and join a passionate and dynamic board. You can help create the future and make the journey of dealing with fertility challenges easier not only today but for future generations.

In this pack you will find:

- Information on what the charity does and where you can find out more;
- Information on what it means to be a trustee;
- The trustee advert and role profile.

**The application process:** Please send us (each maximum 2 sides of A4):

1. your CV; and
2. a supporting statement outlining how you meet the requirements of the trustee specification (using examples where possible) and your motivation for applying. *We're interested to learn about the qualities and/or experience you would bring, how you could help fill our skills and diversity gaps (if applicable) and your vision for the charity going forward.*

Submit these titled 'Trustee Application' marked for the attention of the Board of Trustees [boardoftrustees@fertilitynetworkuk.org](mailto:boardoftrustees@fertilitynetworkuk.org)

We'd be very happy to have an informal discussion with you about the role. Drop us a line via [office@fertilitynetworkuk.org](mailto:office@fertilitynetworkuk.org) and we'll arrange a time with you.

Thank you so much for your interest in Fertility Network UK. We look forward to hearing from you soon.

With best wishes,

**Board of Trustees**

## **What does Fertility Network UK do?**

Fertility Network UK provides free and impartial support, advice, information and understanding for anyone affected by fertility issues. We are the nation's leading patient-focused fertility charity and are here on a practical and emotional level to offer support services, information and access to a community of people affected by fertility problems.

- We provide help to people considering their future fertility; those trying to become parents; those facing the challenges of childlessness; those successful after fertility problems and those who need help to access NHS-funded fertility treatment.
- We are the patient voice in the campaign for equitable access to NHS fertility treatment in the UK – based on medical need and not postcode.
- We are part of the Workplace Fertility Campaign Group, supporting the campaign for legislative change in employment for those in the workplace navigating fertility challenges.
- Our education project (presently in Wales) raises awareness of the importance of fertility education in protecting and maintaining future fertility and highlights some practical steps young people can take to help protect their future fertility.

We work with the media to raise public awareness of all aspects of fertility issues, to highlight the need for equitable access to NHS fertility services and to promote the need for fertility education in order to protect and maintain future fertility.

You can find out more information about the charity by looking at:

- Our website: <https://fertilitynetworkuk.org/>
- Our Annual Report and Accounts which are available to download at [Companies House](#)
- Or you can follow us on social media – we are on Facebook, Twitter and Instagram as well as LinkedIn.

## What are trustees?

Applicants should be aware of the relevant Charity Commission Guidance, in particular, [CC3 The Essential Trustee](#).

Our trustees are the people that have overall oversight of the charity. They are not involved in running the charity on a day-to-day basis as we have a team of staff and volunteers that do this. However, our board of trustees collectively make decisions about the approach the charity will take and its future direction. They make sure that we have the policies and procedures needed to show we're complying with our legal obligations. They provide support, ideas and constructive challenge to our staff team to test thinking and help the charity to achieve the best it can for our services uses and demonstrate the difference that we make.

The Charity Commission describes the role of trustees as follows:

*"Trustees have overall control of a charity and are responsible for making sure it's doing what it was set up to do. They may be known by other titles, such as: directors; board members; governors; committee members. Whatever they are called, trustees are the people who lead the charity and decide how it is run."*

You can read a summary of the duties that trustees have [here](#).

We currently have [4 trustees](#) but are looking to expand not only in skill set but in diversity. We really want our board of trustees to represent our community. We'd love to hear from all ages and backgrounds.

## Meetings and time commitment

- We hold trustee meetings once a quarter via zoom.
- The agenda and papers are usually emailed to trustees the week before to give you time to read them.
- Once a year we spend a whole day together to think about our future plans and to provide training to trustees as a group. This is usually on a Saturday at an agreed location.
- Trustees stay in touch regularly by conference call. As the Board expands, we'll review this arrangement – e.g. creating various committees which you may participate on or chair.
- You'll be asked to contribute your thoughts and advice on topics between meetings, usually via email or telephone, and occasionally to engage in ad-hoc tasks and groups.
- You'll be invited to events sometimes. Whilst optional, we encourage trustees to attend as many as they can.

Being a trustee is a voluntary role but the charity will pay for out-of-pocket expenses e.g. for travel to trustee meetings in line with our agreed policy

## Trustee Role Profile

## Overview

You will be a member of our board of trustees; responsible for the strategic direction of the organisation, ensuring sound governance and staying true to the charitable objectives.

We are currently looking for new trustees that have skills or experience in one or more of the areas set out below. This is not an exhaustive list. Our goal is to introduce diversity of experience and background. Therefore, we want to hear from candidates who believe that they have background and skills useful to the board and charity.

- Accountancy experience.
- HR experience.
- Legal experience.
- Campaigning/lobbying.
- Developing and leading a programme of change.
- Digital - provide leadership on digital's role in fundraising, marketing, communications, service delivery and operations and help build and implement this vision.
- Setting up or advising a start-up company.
- Clinical knowledge/experience in relation to fertility.
- Experience of sitting on a board of trustees.

When	<p>Meetings of the Board of Trustees take place every quarter, usually for three hours.</p> <p>Annual Meeting – one full day.</p> <p>Ad hoc – usually by conference call; very occasionally may be in person at agreed location.</p>
Where	<p>Board Meetings - Online</p> <p>Annual Meeting – at an agreed UK location.</p>

Remuneration	This is an unpaid voluntary position. Out of pocket expenses will be reimbursed in line with our agreed policy
Accountable to	Chair of Fertility Network UK
Time commitment	<p>Time commitment will include preparation for and attendance at board meetings, ongoing advice/governance as required, and may also involve attendance/support within sub-committees. E.g. participating on or chairing Committee(s). We are a small charity and Board expertise is called upon as appropriate to support the Charity. You'll be invited to events sometimes. Whilst optional, we encourage trustees to attend as many as they can.</p> <p>Approx. 2/3 days per month in addition to attending the quarterly board meetings and the Annual Meeting.</p>

### Description of the role

The post-holder will report to the Board of Trustees at regular intervals on committees or working groups that they chair or lead.

### Person Specification

- Where appropriate (e.g. for a legal skill set), a professional qualification. For other roles, a professional qualification may be less relevant than appropriate experience.
- Creativity and ability to create and articulate a vision for the charity.
- An ability to work effectively in cross-functional teams.
- A sense of leadership and ability to seek out and identify new developments and opportunities to help the charity maximise its potential and also stay relevant and ahead of the curve.
- An understanding of the relevant regulations and compliance as they apply to the charity, or a commitment to upskill to acquire these quickly as part of being in the role.
- An ability to network, persuade and influence effectively to help the charity achieve its goals.

- Financial awareness and skills to help ensure financial management and probity of the charity's plans and to measure performance against targets set – key for some roles and desirable in others. In all cases, good business common sense is required.
- A willingness to help the executive/operations teams have the capabilities needed to implement the strategy, and seek out opportunities to operationalise the charity's plans.
- Where needed, a willingness and ability to coach and mentor others.
- Previous board or equivalent corporate or managerial level experience in a private, public or voluntary sector organisation is desirable but not essential.
- Willing to take initiative and keep well informed on national and local fertility issues.
- Good communicator and be capable of playing an active role at regular meeting and contribute to discussion, informing policy and decisions.
- Able to communicate with a range of stakeholders, including members of the public.
- Strategic awareness and ability to exercise independent judgement, common sense and diplomacy.
- Ability to distinguish between the agenda of Fertility Network UK and their own personal views.
- Politically astute, with the ability to grasp relevant issues and understand relationships between interested parties.
- Capacity and desire to give time to the role with agreed commitment.
- Adherence to the Nolan Principles of Public Life (attached).
- Commitment to equality and diversity and data protection.

#### **Board governance**

- To ensure that the organisation complies with charity law, company law and any other relevant legislation and pursues its objects as defined in its articles of association.
- To ensure the organisation applies its resources exclusively in pursuance of its objects.
- To take a strategic overview of the work and activities of Fertility Network UK, giving firm direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation and ensuring the proper investment of the charity's funds.
- Utilise any specific skills, knowledge or experience you have to help the board of trustees reach sound decisions. This may involve:
  - Scrutinising board papers
  - Leading discussions
  - Focusing on key issues



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- Providing guidance on new initiatives
  - Other issues in which a trustee has special expertise
- To sit on recruitment, appraisal and disciplinary panels as required.
- To represent the views of Fertility Network UK members fairly and without bias.
- To work within the ethos and values of Fertility Network UK.

## **Nolan Principles of Public Life**

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.