

CROHN'S & COLITIS UK

Trustee vacancies
RECRUITMENT PACK
Summer 2019



A letter from our Chair

Thank you for your interest in becoming a Trustee with us.

We are the UK's leading charity for Crohn's and Colitis.

It is estimated that over 300,000 people in the UK are living with Crohn's Disease and Ulcerative Colitis, the two main forms of Inflammatory Bowel Disease. But the real number could be much higher. We know that because of the stigma and misunderstanding surrounding these conditions, thousands of people are suffering in silence and are not accessing the quality healthcare and support they need.

Over the last five years, at Crohn's & Colitis UK have:

- driven unprecedented income growth: £2.5M to £7M pa
- developed an ambitious new five-year strategy, and refocused our vision, mission and values in 2017
- invested in our infrastructure & IT with a new management information system launching this year
- future proofed our growth by relocating to new offices in Hatfield

We won't stop here. We have plans to continue this growth hard to support everyone who is affected by Crohn's or Colitis and have recently recruited Sarah Sleet as our CEO to drive this forward.

With the pending retirement of two of our Trustees we are seeking to recruit a minimum of two and up to four dedicated, skilled and ambitious Trustees to help move the charity forward. This is a great opportunity to develop the skills needed for working at Board level. Our strong and supportive team want to widen the diversity at their table and are keen to support successful candidates.

Interviews will take place on 5th, 6th, 12th and/or 13th September at the charity's offices in Hatfield.

If you meet the commitment required and would like to be considered further, please let us know by following the steps in the 'How to Apply' section at the end of this pack. If you would like an informal chat about the role with me or another member of the Board this can be arranged.

Thank you for your interest. I look forward to hearing from you.



Sue Cherrie
Chair, Board of Trustees

Why be a trustee for us?

Crohn's and Colitis are a hidden – and growing – health crisis.

Right now, over 300,000 people in the UK are living with a lifelong disease that many people have never heard of. And the real number could be almost double that.

But too few people understand what the conditions are – from GPs struggling to identify Crohn's and Colitis to members of the public who are simply unaware of this lifelong disease. Because of the stigma and misunderstanding surrounding these diseases, thousands of people are suffering in silence.

We're changing this.

We're working to improve diagnosis and treatment, and to fund research into a cure; to raise awareness and to give people hope, comfort and confidence to live freer, fuller lives.

We're the UK's leading charity for Crohn's and Colitis but we need people like you to help us. Joining an existing conversation is one thing. But how much more powerful is it to be the one who speaks up first?

Want to know more?

[Our work](#)

[Our vision and mission](#)

[Our values](#)

[Our Approach](#)

What are the conditions?

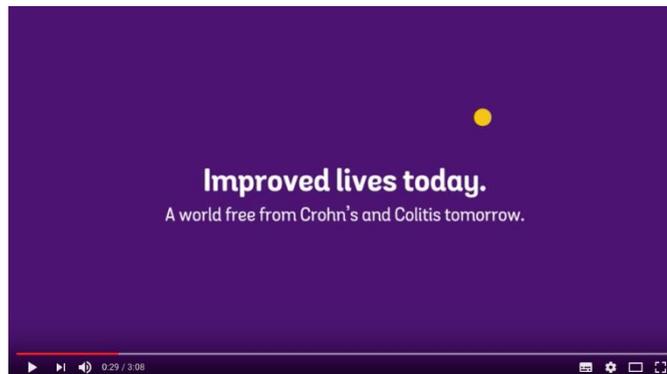
Crohn's and Colitis – the two main forms of Inflammatory Bowel Disease – are lifelong diseases of the gut. They are painful, debilitating and widely misunderstood. And there is no known cure. When you have Crohn's or Colitis, your immune system doesn't work properly. Your body starts attacking itself, causing ulcers and inflammation in the gut. Imagine having a wound that never heals – only it's on the inside. Every time you eat or drink, it's like rubbing salt into that wound. Crohn's and Colitis don't just affect your gut. They can affect almost every part of your body and every aspect of your life: from your hormones and digestion to your energy levels and mental health. People living with the conditions face a lifetime of medication and, in many cases, major surgery. If left untreated, they can be fatal.



What we do

We've identified five impact areas that will make the biggest difference to the lives of people affected by Crohn's and Colitis. Driving improvements in these areas underpin our [five-year strategy \(2017-2022\)](#):

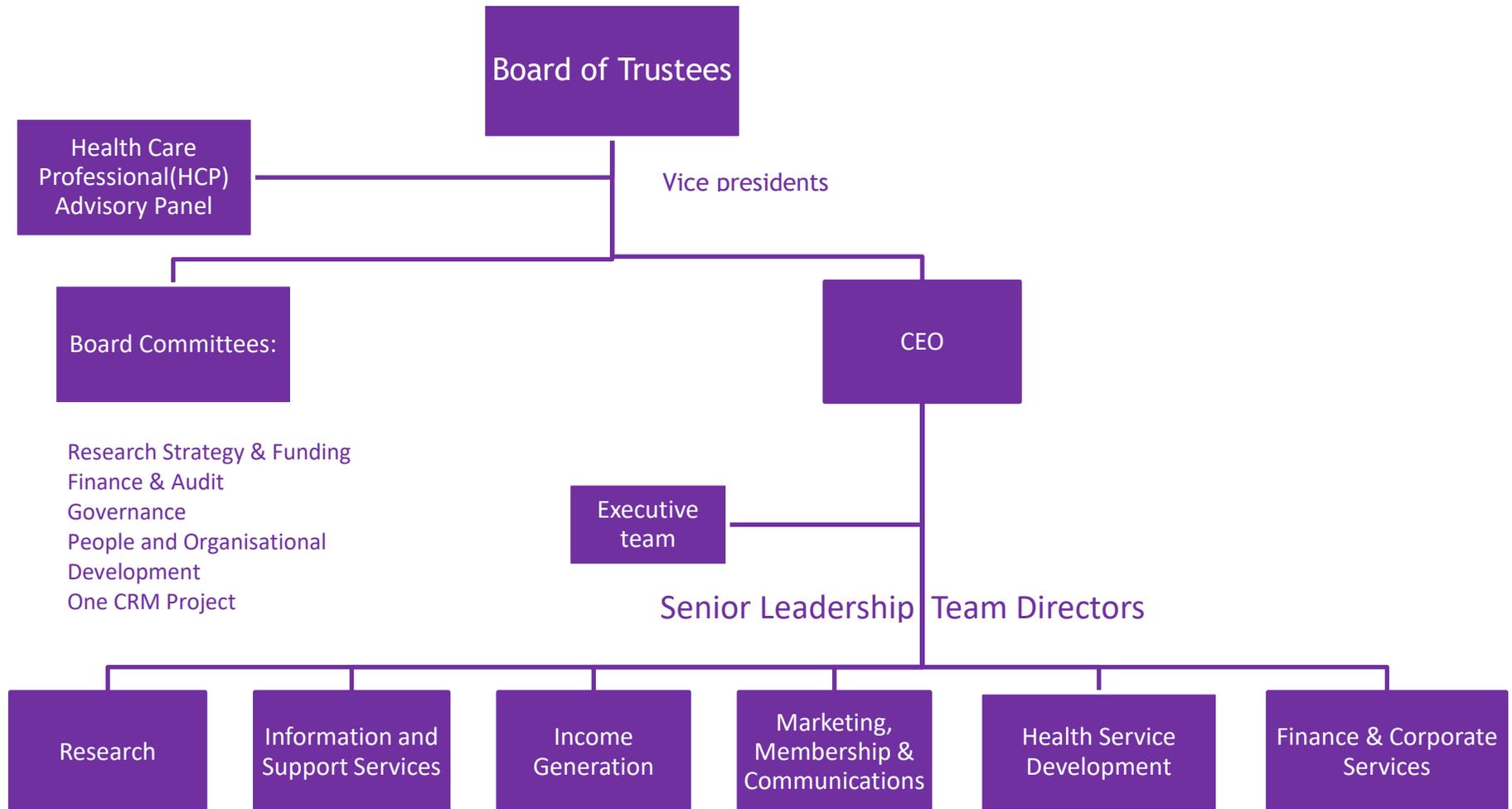
1. We want to help everyone understand Crohn's and Colitis.
2. We will drive world-class research into the diseases.
3. We want high quality, sustainable clinical care across the UK.
4. We want to support and empower people to better manage their life with Crohn's and Colitis.
5. We will work to improve early and accurate diagnosis for all.



- Our campaigns break the silence – changing perspectives, policies and lives.
- Our work with healthcare professionals helps improve diagnosis, treatment and management of the diseases.
- Our brilliant team of staff and volunteers give people essential information when they need it – and bring them together to find strength and support in one another.
- And our vital research grants drive pioneering research to discover better ways of managing the diseases and, one day, a cure.

We're here to give people affected by Crohn's and Colitis hope, comfort and confidence. To make sure their voices are heard and help them live freer, fuller lives. For whatever they need, whenever they need it, we're here. And we're not going anywhere until we've beaten Crohn's and Colitis for good.

Governance structure as at April 2019



Being a Trustee

Crohn's & Colitis UK is constituted as a charitable company limited by guarantee so the Trustees have the same responsibilities and liabilities as a Board of Directors of any Limited Company. Trustees are responsible for:

- ensuring that the charity complies with its constitution, charity law and any other relevant legislation or regulations, works to fulfil its charitable objects and applies its resources exclusively in pursuance of its objects.
- contributing actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and evaluating performance.
- safeguarding the good name and values of the charity.
- ensuring the effective and efficient management and administration of the charity.
- ensuring the financial stability of the charity.
- ensuring the proper investment of the charity's funds.
- employing and being responsible for the organisation's staff.
- using any specific knowledge or experience they have to help the Board of Trustees reach sound decisions.
- promoting the charity among their own contacts

Qualifications and experience

Whilst there no specific qualifications are required to be a Trustee, you should have relevant expertise or experience which will enable you to make a positive contribution to the work of the Board at this critical time in the charity's development. Applicants with knowledge or experience in health services, the political environment, fundraising, support services or a strategic approach to e-health, data and health technologies and digital transformation and who offer us new diverse perspectives are particularly encouraged. However, we welcome all applicants and the profiles of the current Board can be viewed on our website.

What we expect from our Trustees

Board meetings are held four times a year on a Saturday in Hatfield. Trustees must be able to attend most meetings. In addition to attending the regular meetings, Board members are expected to attend an annual away-day (normally in June) and to contribute to our work in other ways, such as by acting as 'lead trustee' for a particular area of work, or by playing a lead role on a 'task and finish group' or committee and by representing the charity at events.

You will be asked to complete a Declaration of Conflicts of Interest as well as a "Fit and Proper Person" form which confirms that you are eligible to be a Trustee. We also have a Trustee Code of Conduct which you will be required to abide by.

Successful candidates will be required to become members of the charity if they are not already members at the time they are recruited. Employees of the charity cannot become Trustees.

What we offer our Trustees

Whilst this is a voluntary role, travel and other reasonable expenses will be reimbursed, including, if necessary, the cost of overnight accommodation. In addition to the satisfaction of making an impact on people's lives our Trustees also benefit from gaining experience as part of the leadership of a thriving and energetic community. You should also refer to the Charity Commission website for more information and further reading can be found at:

[The Essential Trustee - What you need to know](#)

How to apply

Closing date for applications: midnight 26th August 2019

Interviews: 5th, 6th, 12th and/or 13th September at the charity's offices in Hatfield.

[Download role description](#)

Steps

1. [Submit](#) a short up-to-date CV and supporting statement (no more than one side of A4) outlining why you wish to become a Trustee. This should detail the contribution you feel you could make to the Board and any relevant experience and/or training.
2. Complete our [Skills Audit form](#) for Trustees
3. Complete our [Equal Opportunity Monitoring form](#) for Trustees. This will be held separately from the application and anonymised post selection except for the successful candidates.

Candidates will be informed whether they have been shortlisted by 5pm on 30th August. Interviews will be conducted by Sarah Denselow (Trustee), Sue Cherrie (Chair) and Sarah Sleet (CEO) at the charity's office in Hatfield. Should you be shortlisted and require reasonable adjustments to be made in order to attend, please let us know.

Further information:

Successful candidates will be invited to a Board Development Day on October 31st and to observe the Board meeting on Saturday November 30th, after which the candidates will be given the chance to confirm their continuing interest and the Board will be asked to formally elect them.

Current Trustees are available to have short informal phone conversations with any candidates interested to find out more about the role. Please email Jane Roberts jane.roberts@crohnsandcolitis.org.uk to arrange a time to speak to a Trustee or the Chair or if you have any other queries.

[Jane Roberts](#) Tel: 01727 617329
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Crohn's & Colitis UK

Charity registered in England and Wales Number 1117148, Scotland Number SC038632.

A company limited by guarantee in England: Company number 5973370.