



FPA CHAIR OF THE BOARD OF TRUSTEES

APPLICATION PACK 2017

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Foreword from Dr Val Day, Outgoing Chair of the Board of Trustees

Thank you for your interest in the work of FPA and for considering becoming the new Chair of the Board of Trustees.



FPA strives to make sure that people across the UK, of all ages and backgrounds, have the information and support they need to make positive choices about their sexual and reproductive health and wellbeing. We do this through our groundbreaking projects and services, our trusted, evidence-based information and educational materials, our awareness campaigns, and our training for professionals. We advocate and campaign for evidence and needs-based policies and high-quality public services. FPA has a trusted and highly regarded reputation and nearly 90 years of experience; we punch well above our weight on the national stage.

The role of Chair of the Board of Trustees offers the opportunity to combine a passion for promoting the work of FPA with a commitment to effective governance which ensures the organisation is able to thrive and grow. As Chair of the Board, you will be expected to contribute to the public face of FPA through your presence at fundraising and stakeholder events, extending FPA's existing networks through your own actions and connections. You will encourage all Board members to contribute ideas and collectively influence decisions at Board meetings. You will develop a coherent overview of the totality of the work across the organisation and provide guidance and support to the Chief Executive in her leadership of staff and delivery of FPA's operations and activities.

It has been my privilege to chair the Board of Trustees for the last six years, during which time we have weathered the pressures of changes in funding regimes and sought to build a stronger commercial basis to enable our work to continue. The need for information and support to enable the fundamental human right to sexual health and wellbeing continues to expand as the digital age puts new pressures on individuals. Awareness of sexual oppression, and attitudes towards sexuality, are growing and changing.

Rightly, FPA's Articles of Association set out fixed terms of office for Trustees, which for the Chair allow for an initial term of three years, with a further term of three years at the discretion of the Board. This ensures turnover and the introduction of new thinking. While sorry that my own time to retire from the Board has arrived, I look forward to handing over the role to a new Chair with the energy and enthusiasm to take FPA through the next few years.

I hope that after reading the information in this pack, you will want to use your skills and experience to benefit FPA and that you share a commitment to our values. If you do, then we look forward to hearing from you.

If you would like to discuss the role with me or with one of the continuing Trustees then please contact our recruitment inbox recruitment@fpa.org.uk and we will be in touch to arrange a time for an informal chat.

What we do

We give straightforward information and support on sexual health, sex and relationships to everyone in the UK. We do this through:

- inclusive, evidence-based information and advice on our websites
- accredited training and consultancy services for professionals
- national awareness, prevention and behaviour change campaigns
- a wide range of publications and resources on all aspects of sexual health
- a pregnancy choices counselling service for women in Northern Ireland with crisis pregnancy or unplanned pregnancy
- sexual health and relationship support for people with learning disabilities and their family and/or carers
- supporting parents and carers to talk to their children about sexual health
- facilitating group work for young people to build confidence, self-esteem and resilience through personal development approaches
- accredited community-based sexual health and personal development projects across the UK.

We advocate for sexual health by:

- representing consumer views to government and policy makers
- contributing expert knowledge to government advisory and expert groups
- lobbying and campaigning to improve the sexual health and wellbeing of everyone across the UK including women from Northern Ireland to have the same access to abortion services.

We are the UK member association of the International Planned Parenthood Federation (IPPF) and our work is in line with IPPF's Declaration of Sexual Rights.

Vision and mission

Our vision is a society where everyone can make positive choices about their own sexual health and wellbeing.

Our mission is to champion people's right to sexual and reproductive health and wellbeing through advocacy, campaigning, education and information.

Our values

- FPA values integrity, equality and diversity.
- FPA values open and honest communication.
- FPA values high quality and innovation in everything we do.

Our history

FPA has contributed to a social and sexual revolution that has changed and improved the lives of millions.

We were formed as The National Birth Control Council in 1930 so that *“married people may space out/limit their families and thus mitigate the evils of ill health and poverty.”* Around this time it was mainly middle and upper class women who could afford to pay for contraception. It seemed that the poor had little or no choice. As a result, in the 1930s around 450 women each year died while having abortions in England and Wales – most of these were illegal, unsafe abortions.

In the 1950s, FPA clinics began to offer pre-marital advice to women, although proof of marriage, such as a letter from a vicar or family doctor was often required before contraceptive supplies were provided.

During the 1960s social and sexual attitudes changed dramatically. The ‘pill’ was first prescribed in FPA clinics in 1961 and within 10 years had become the method of choice for over one million women.

By 1970, all FPA clinics were supplying advice and treatment to anyone who requested it in the UK. In 1974, FPA’s aim of universal free contraception was achieved when our network of over 1,000 clinics was handed over to the NHS.

FPA is still focused on helping to improve everyone’s rights to healthy and fulfilling sexual relationships. Our approach has developed over the years and now our work is focused much more on the wider context of sexual health and ensuring we are responding to emerging trends in society. For example, much of our work with children and young people is focused on supporting them to be resilient to external pressures; especially in light of the huge advances in information technology which are exposing children and young people to sexual information far earlier and more easily than before.

We cover a broad range of sexual health issues including: contraception, reproduction and reproductive rights, sexually transmitted infections, pregnancy choices including abortion, sex and relationships education, sexuality, and sexual pleasure and wellbeing.

Our employees

FPA is a small charity with a team of just under 25 staff across the organisation and is supported by a team of training associates and volunteers.

We have three small offices with our national office based in London where we run our Communications, Digital and Advocacy services. In Northern Ireland we have our pregnancy choices counselling service and provide training and support for people with learning disabilities. In North Wales we have a small team who run our longest serving project Jiwsu for vulnerable young people.

We are committed to employing skilled people and empowering them through effective management, training and information. FPA is committed to recruiting and retaining the highest quality of staff through a robust recruitment approach.

All staff are involved in departmental team meetings, and have their individual training needs assessed through induction and supervision and annual appraisal.

We provide skills and knowledge training, mentoring, study leave and promote continuous learning.

We value diversity and welcome the employment of people traditionally disadvantaged in the labour market, supporting them with appropriate training and career advice.

Overview of Trustee duties and responsibilities

The Board of Trustees has overall legal responsibility for the direction, management and control of FPA. The board is collectively accountable for compliance with charity law, company law and other legislative and regulatory requirements. The Trustee position therefore carries legal duties and responsibilities. It is a voluntary role, which should be undertaken because you are committed to furthering the purposes of FPA and have the skills, experience and personal qualities needed for the strategic management of our organisation.

The Chair and Trustees have overall responsibility for the policy and strategic management of FPA in England, Northern Ireland, Scotland and Wales. They control our affairs and funds, and give ultimate direction to our activities. The day-to-day operations are conducted by FPA's staff and volunteers under the overall leadership and supervision of the Trustees.

To serve as a Trustee you must be over the age of 16 and not disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty or a legal order for removal/disqualification as a Trustee or company director. It is a criminal offence to act as a trustee while disqualified.

Trustees come from a diverse range of backgrounds and we look to bring together individuals with different skills and experience to inform our debate and further understanding of the impact of our work. Trustees must support the aims and values of the Charity. An interest in or understanding of clinical matters relating to sexual health and wellbeing is welcomed, as is an interest in the societal impact of sexual health and wellbeing and how that differs between individuals and communities across the UK.

You must act at all times in the interests of FPA and you will find yourself in breach of trust if you allow your interests (either personally or as representative for another person or organisation) to stand in the way of FPA's interests, or if you act without due care. Any conflict of interest permitted by our constitution must be dealt with strictly in accordance with the terms of that constitution.

The Chair and Trustees receive no fees, remuneration, salary or other financial benefits nor any other material benefits in their role as Chair or Trustee. They must not profit or benefit personally, directly or indirectly, from FPA. If you improperly receive any benefit you will have committed a breach of trust and will be liable to make good the losses to FPA from your personal funds. All Trustees may of course claim out of pocket expenses, including travel and subsistence.

Board meetings take place four times a year in London however on an occasional basis arrangements can be made for Skype and teleconference facilities.

The Board has two committees which scrutinise detail and report to the full Board. The Chair is an ex officio member of the Finance, Audit, Investment, Risk (FAIR) committee which is chaired by the Honorary Treasurer, and is Chair of the Remuneration and Nomination Committee.

As Trustees are also directors of a limited liability company by guarantee, the Family Planning Association Ltd, they also have the responsibility to ensure the company fulfils its statutory duties, including holding an Annual General Meeting, preparing financial statements and ensuring compliance with the range of legislation relating to companies, for example health and safety, data protection and money laundering.

Role description

1. Main objectives

The Board of Trustees has overall legal responsibility for the direction, management and control of FPA. The Board is collectively accountable for compliance with charity law, company law and other legislative and regulatory requirements. The role of the Chair is to lead the Board in the delivery of its responsibilities.

2. Key responsibilities

Governance

1. To lead the Board of Trustees in setting FPA's strategic direction and ensuring that they act together as guardians of FPA's assets.
2. To monitor the composition of the Board to ensure that it comprises persons with appropriate skills and background.
3. To be responsible for good governance of FPA, in compliance with current legislation.
4. To lead the recruitment, employment, appraisal and remuneration of the Chief Executive.
5. To act as a point of contact in between meetings and keep trustees informed.
6. To lead on the induction of new Board members.
7. To lead the annual assessment of the Board as a whole and of trustees.

Leadership

1. To lead Trustees in the development and oversight of the vision, mission, values, strategic plans and high-level policies.
2. To ensure that business is carried out efficiently and effectively and is conducted in a manner that reflects FPA's values.

Work with the Chief Executive

1. To work in partnership with the Chief Executive to ensure that the charity is managed effectively while respecting executive responsibility.
2. To provide guidance and support to the Chief Executive and to advise and support her on staff management and development.
3. To act between full meetings of the Board in authorising action to be taken, and reporting any decisions to the board at the next meeting.

4. To work with the Chief Executive to oversee FPA's annual planning process.
5. To liaise with the Chief Executive over the drafting of agendas and supporting papers for board meetings.
6. To be available to the Chief Executive outside meetings.
7. To monitor the performance of the Chief Executive.

Ensure trustee profile

1. To communicate effectively and appropriately with staff, volunteers, patrons, beneficiaries, funders, members and other stakeholders.
2. To represent FPA as appropriate at external events and to attend meetings and functions with the CEO or other Trustees on occasion.
3. To act at all times as an Ambassador for FPA.

3. General Trustee responsibilities

In addition to the responsibilities specific to the role as Chair, the postholder will share the responsibilities held by all trustees:

Guardianship

- To ensure adherence to FPA's Memorandum and Articles.
- To act as guardian of FPA's mission and values and to protect its brand and reputation.

Strategy and policy

- To approve the organisation's strategy, policy and plans – and to ensure their effective implementation.

Stewardship

To protect FPA's assets, and to ensure the following:

- Suitable allocation of resources to deliver our strategy.
- Effective identification and management of risks.
- Maintenance of systems of financial management and control to ensure financial probity and solvency.

Monitoring and performance management

- Appointment of the Chief Executive.

- Monitoring of the organisation's performance.
- Supporting the Chief Executive in the delivery of the strategy.
- Holding Chief Executive to account for delivery of the strategy.

Stakeholder engagement

- Ensuring FPA's engagement with beneficiaries, service users and other key stakeholders to inform the organisational strategy, policy and plans.
- Ensuring that FPA upholds and promotes the principles of equality and diversity in all aspects of its organisation and work.

Governance

- Promoting and participating in high standards of governance in FPA.

This role description cannot cover every issue or task that may arise within the post at various times. Trustees will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This role description does not form part of a contract of employment.

What we are looking for

As our Chair, you will have the drive, presence and respect to be the non-executive leader of our organisation. In particular you will fulfil the following requirements:

- Demonstrable experience of leading and chairing high level meetings in a consultative fashion.
- Demonstrable understanding of the roles and responsibility of charity Trustees
- Demonstrable experience of leading organisations at a strategic level.
- Proven track record of delivering the vision of an organisation and enabling it to achieve its goals.
- Proven experience of guiding and supporting senior staff.
- Strong financial acumen.
- Proven high level organisational skills.
- Excellent communication and interpersonal skills.
- Demonstrable experience of public speaking.
- Experience of representing an organisation to government and the corporate sector.
- Unrivalled commitment to FPA vision, mission and values, and to the highest standards of charity governance.
- Highly respected in their field with a sound professional reputation.

In addition, you will be able to fulfil the requirements expected of all Trustee members of the Board:

Knowledge, skills and experience

- Commitment to the mission of FPA and an understanding of FPA's role.
- An understanding and acceptance of the governance, legal duties, responsibilities and liabilities of trustees of FPA.
- Willingness and ability to represent FPA and engage with contacts for the benefit of the charity.
- Commitment to the Trustees' Code of Conduct, and ability to work as part of a diverse team of Trustees.

Core competencies

Commercial awareness

- Understands and applies commercial and financial principles to improve business performance.
- Keeps up to date with external factors impacting on business activities.

Collaborative working

- Develops networks and builds alliances, and finds common ground with a wide range of stakeholders.
- Creates a sense of team spirit by encouraging co-operation and communication, and identifies mutual interests and the potential for co-operative working.

Persuasive communication

- Communicates clearly and succinctly both orally and in writing.
- Presents arguments logically, checking for understanding and encouraging open, two-way discussion.
- Listens attentively and is engaging in both one to one, and group scenarios.

Interpersonal sensitivity

- Sensitive to the needs of others and demonstrates interest in their views.
- Is diplomatic in difficult situations and inspires trust in others by treating all individuals in a fair and consistent manner.
- Relates well to people of all backgrounds and offers personal help and reassurance as appropriate.

Problem solving and analysis

- Sifts and judges key information, understanding and drawing correct inferences from written and numeric information.
- Makes rational and sound judgements based on consideration of the facts and options available.

Knowledge and application

- Generates new ideas to improve existing approaches and identifies learning from all experiences and applies it to new situations.

Practical arrangements

- The Board meets four times a year in March, June, September and December. This is an early evening meeting in London.
- The Chair participates in the Finance, Audit, Investment and Risk (FAIR) Committee which is held as a teleconference two weeks before the Board meeting each quarter.
- The Chair holds the Remuneration and Nomination Committee as required, generally once a year.
- It is important that the Chair is able to visit the charity's offices in London and to be available to the Chief Executive on a regular basis by phone, email and in person.
- In addition to Board meetings, other contact (by phone, email or in person) with Trustees and stakeholders will be necessary. Availability to attend fundraising and other networking events is welcomed
- The Chair is able to rely on other Trustees and senior staff for support with the delivery of their responsibilities. Trustees, as Board members, take decisions collectively, and have ultimate responsibility for the charity's funds and assets, including its reputation
- The time commitment for the Chair generally totals approximately 15 days per year.

How to apply

To apply, send your CV and a covering letter stating how you meet the requirements set out in the core competencies section of this document and highlighting your experience relevant to the role of Chair of the Board. Send these by email, to recruitment@fpa.org.uk or by post to:

Trustee Recruitment
FPA, 23–28 Penn Street, London N1 5DL

The closing date for receipt of applications is **10am on Monday 2 October 2017** and interviews will be held on Wednesday 18 October, early evening.

The successful applicant will be invited to attend the evening Board meeting on Wednesday 6 December 2017.

We would also appreciate you completing and returning our diversity monitoring form, available as a Word document from www.fpa.org.uk/volunteer

Notes for applicants

It is important in your covering letter that you give evidence and examples of how your skills and experiences match the required knowledge, skills, experience and competencies listed in this pack.

Please include work and home contact details and your email address.

Please include the names, positions, organisations and daytime telephone numbers of two referees that you would be willing for us to approach.

Thank you for your interest in FPA