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

Thank you for your interest in the work of FPA and for considering becoming a trustee with us.

We strive to make sure that people across the UK, of all ages and all backgrounds have the information, advice and support they need to have good sexual health and relationships. 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 85 years of experience; we punch well above our weight on the national stage.

The role of trustee offers varied and challenging opportunities for people who want to help shape our future. As a member of the board, you will be asked to make your ideas and influence count at board meetings and stakeholder events. As a new trustee, we will help you to become familiar with FPA through a robust induction which will include meetings with our CEO and opportunities to visit our services.

Our trustees need to have the right levels of knowledge, skills and experience in order to help set and monitor the direction of the organisation. At present, we are particularly interested in recruiting individuals who have skills and knowledge in the areas of sexual health policy, sexual health clinical expertise, lifestyle and behaviour change, and working with young people.

I hope that after reading the information in this pack, you will be able to decide whether you have the right skills and experience to be a trustee at 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 before you decide, then please contact Natika H Halil our CEO at natikah@fpa.org.uk who will arrange a time for an informal chat.

Yours sincerely

Dr Val Day
Chair of Trustees
What we do

We give straightforward information, advice 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 behavior-change campaigns
- a wide range of publications and resources on all aspects of sexual health
- an unplanned pregnancy, counselling, information and support service for women in Northern Ireland with an unplanned or crisis pregnancy
- sexual health and relationship support for people with learning disabilities and their family 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.

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

Values and beliefs

FPA values the broad range of experience and individuals within our organisation. We will:

- seek to develop positive open relationships with one another
- take a sense of ownership and pride in our organisation
- listen and respond to issues raised by one another
- share our thoughts and experiences on working practices
- support one another
- utilise available resources to develop ourselves
- follow procedures that are in place to promote staff wellbeing
- treat one another across the UK equitably
- demonstrate respect for one another
• be consistent in our communication with one another
• seek meaningful service user involvement.

FPA values integrity, equality and diversity. We will:
• acknowledge our mistakes and learn from them
• endeavour to be consistent and reliable as individuals and as an organization
• stand by our pro-choice principles
• actively seek to recruit staff and trustees from a diverse range of backgrounds
• ensure FPA’s equal opportunities policy underpins our procedures, policies, behaviours and delivery of services.

FPA values transparency in our internal and external communications. We will:
• be clear and honest about our boundaries
• adhere to best practice relating to confidentiality
• be realistic about what we can offer
• acknowledge and rectify poor practice
• be honest about mistakes and take responsibility for mistakes
• offer explanations even if we are unable to resolve complaints.

FPA values high quality and innovation in everything we do. We will:
• utilise the resources we have to increase our effectiveness and efficiency
• be realistic about timetables and deadlines
• ensure that we robustly measure the quality of our work
• embrace the use of new technologies where it will increase quality
• be willing to take risks and innovate
• be open to collaboration if it will deliver better quality outcomes
• share good practice and be willing to learn from others.

FPA believes:
• All people are sexual beings.
• Sexual health is important to individuals, relationships and societal wellbeing.
• Sexual behaviour should never result in exploitation, oppression, physical, emotional or psychological harm.
• Everyone should have access to accurate, high-quality sexual health information, education and services.
• Everyone should be able to exercise his or her reproductive rights.
• Everyone should have the ability and responsibility to control their own sexual health.
• All sexualities should be respected and accepted.
• Self-esteem, confidence, and communication skills are very important to healthy relationships.
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 employs 22 members of staff across the organisation and is supported by a team of training associates and volunteers. 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. This 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.

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.

In addition trustees can serve on one or more of the Board’s Committees. These are: the Finance, Audit, Investment, Risk (FAIR) Remuneration and Nominations Committee (REMNOM) and the Operational Finance Committee.
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.

2. Key responsibilities

2.1 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.

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

2.3 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.

2.4 Monitoring and performance management
- Appointment of CEO.
- Monitoring of the organisation’s performance.
- Supporting CEO in the delivery of the strategy.
- Holding CEO to account for delivery of the strategy.

2.5 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.

2.6 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 and 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

We aim for our board to be diverse, with a broad mix of skills and experience. At present, we are particularly interested in recruiting individuals who have skills and knowledge in the areas of sexual health policy, sexual health clinical expertise, lifestyle and behaviour change, and working with young people.

1. 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.

FPA encourages applications from people without prior experience as a trustee. You must, however, demonstrate how you will contribute to the work of the board and mission of FPA either through your personal experiences, or professional work and knowledge.

2. Core competencies

2.1 Commercial awareness

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

2.2 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.

2.3 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.

2.4 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.
2.5 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.

2.6 Knowledge and application
- Generates new ideas to improve existing approaches and identifies learning from all experiences and applies it to new situations.
How to apply

If you would like to apply, please send in a CV, covering letter and supporting information by email, to natikah@fpa.org.uk or by post to:

Natika H Halil
FPA 23–28 Penn Street, London N1 5DL

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.

Please send in your application by 10am, Wednesday 16 September 2015.

Thank you for your interest in FPA