



SIA Candidate Pack Trustee



Dear candidate,

I am delighted you're considering applying to be a trustee for the Spinal Injuries Association (SIA). I hope you find the information included in this pack helpful in supporting your decision.

SIA is committed to a singular vision: a fulfilled life for everyone affected by spinal cord injury. Everyone has a right to a fulfilled life and that means the life they choose, a life that has the same opportunities as everyone else. Our work in campaigning, education and support is based on the personal experiences of our members.

As a user-driven organisation, this lived experience is so important to us and is central to our work. By listening regularly to our members and the views of the wider sector, we provide high quality services that are increasingly tailored to the needs of everyone affected by spinal injury, including family and friends. From our front-line work and the insights we capture, we use our expertise to inform and influence decision-makers on matters relating to health and social care policy, in addition to campaigning for disability rights across the spectrum of our community's needs.

Alongside our growing membership of 14,000 individuals, just under half of our staff are spinal cord injured, as well as 90% of our current trustees.

You'll be joining the board at a pivotal time for the charity, as we develop our new long-term organisational strategy to be launched in 2023. Having weathered COVID-19, it's now time to reaffirm our vision and you'll have the opportunity to help shape the direction we take to bring us closer to realising it.

I joined the board 18 months ago and can testify to the passion, wisdom, commitment, and energy that our trustees bring to the table. The opportunity not only to give back, but also to personally develop and grow in many ways is something that has sustained me, and helped in my own journey to find fulfilment since injury.

I hope the role fills you with a similar sense of excitement and ambition to be part of a team dedicated to making life better for our community. I look forward to receiving your application.

Good luck!

Claire



Claire Martin
Chair of the board, Spinal Injuries Association

About us

SIA is the UK's expert voice and leading source of information and advice for people affected by spinal cord injury (SCI). For over 45-years, we've been supporting spinal cord injured people and their families, delivering expert advice and support, advocating and fighting for their right to services and support, and building a network of partners to ensure spinal cord injured people can not only rehabilitate but rebuild a fulfilled life for themselves and their families.

SIA's vision is

a fulfilled life for everyone affected by spinal cord injury.

SIA's purpose is

to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

Our belief is that everyone has a right to live a fulfilled life and that means the life they choose, a life that has the same opportunities as everyone else.

In the past three years we have been redoubling our efforts, through an exciting new framework that has the potential to make this vision a real possibility, aimed at an **association for all**. We have:

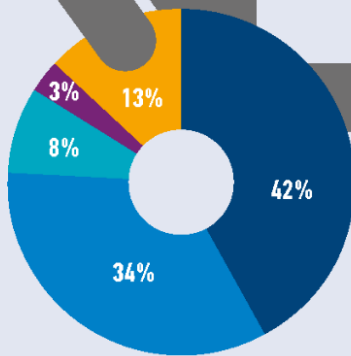
- Developed a region-by-region support structure of spinal cord injured staff and volunteers who coordinate all aspects of support for SCI people in their area
- Expanded our specialist clinical capacity to include specialist nurses, occupational therapy and specialist counselling
- Built an advocacy team capable of taking up cases for health and social care provision on behalf of spinal cord injured people
- Carried out regular user-informed surveys and research to build a case for change in areas such as care and the right to independent living, accessibility, mental health and continuing healthcare
- Led campaigns for policy change and the better protection of our members right to access, freedom from discrimination, and independent living in key areas of rehabilitation, care, housing and services.

Our membership continues to grow, now with over 14,000 people.

WHAT WE DO

with our money

We are enormously grateful to everyone who supports us throughout the year. Here is what we do with our money:



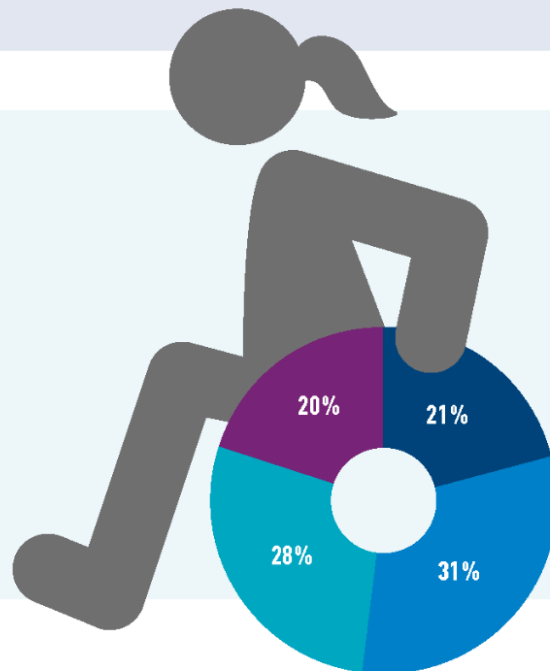
How funds are raised

■ Donations & Legacies	£1,016,466
■ Grants	£820,484
■ Sponsorships & Corporate Membership	£198,333
■ Education, Training, Publications	£61,955
■ Other income incl. fundraising events and our social enterprise	£325,044
	£2,422,282

How funds are spent

■ Information and Advice	£407,890
■ Advocacy and Representation	£605,104
■ Support Network	£534,705
■ Cost of raising funds	£385,048

£1,932,747



Trustee role

Our board is currently made up of nine trustees who bring a broad range of experience, skills, backgrounds and lived experience of spinal cord injury. We have identified the following priority areas to complement our existing strengths:

Specific skills/expertise sought:

- Finance
 - Not-for-profit strategic finance experience
 - Charity finance accounting/SORP and reports
 - Investment and business development

- Fundraising
 - Major donor engagement
 - Strong and aligned network

- Campaigning
 - Public campaigning
 - Parliamentary lobbying
 - Promoting disability rights and access
 - Policy-led, including experience of NHS/health and care sector

- Communications
 - Digital and social
 - Media
 - Marketing
 - Member engagement

We particularly encourage applications from anyone within the spinal injury community (particularly individuals with a high-level injury or conditions such as transverse myelitis and cauda equina syndrome), people of colour and people who identify as female.

Previous board experience is not an essential requirement from all new trustees; we have a commitment to support and develop trustees to ensure that they can fulfil their roles and responsibilities effectively and make a positive contribution to our board.

Trustee responsibilities

Our trustees play a vital role in making sure that SIA achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that SIA has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they offer support, oversight and constructive challenge to the executive team to enable SIA to grow and thrive, and through this, achieve our mission. Board members have a collective responsibility. This means that trustees always act as a group and not as individuals.

As the association is registered not just as a charity but also as a company limited by guarantee, every trustee is a director of the company and has legal responsibilities and potential liabilities in that capacity.

Role overview

- Setting strategy and undertaking the strategic management of the organisation
- Ensuring that the organisation complies with its Memorandum and Articles of Association and all applicable legislation and regulations
- Ensuring that the organisation pursues its charitable purposes, as set out in its Memorandum and Articles of Association, for the public benefit
- Ensuring that the organisation applies its resources in pursuance of its charitable purposes
- Ensuring the effective and efficient administration of the organisation
- Ensuring the financial stability and solvency of the organisation
- Ensuring the proper investment and management of the organisation's funds
- Approving operational strategies and policies, monitoring and evaluating their implementation
- Ensuring that key risks are being identified, monitored and controlled effectively
- Safeguarding the good name and values of the organisation
- Ensuring that the charity's governance is of the highest possible standard

Duties

- Attending board meetings, committee meetings and strategy days as scheduled
- Providing support, oversight and constructive challenge to SIA's CEO in the exercise of their delegated authority and affairs
- Representing SIA at functions and meetings, acting as a spokesperson where appropriate
- Using your own skills, knowledge and experience to help the board reach sound decisions
- Taking the lead in any trustees' activities where you have special knowledge
- Avoiding any conflict of interests and declaring potential or perceived conflicts to the board
- Approving the organisation's strategic objectives annually and measuring performance against them
- Approving the Annual Accounts and Annual Report

Personal qualities and attributes

- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Commitment to the charity's objects, aims and values and willingness to devote reasonable time to carry out responsibilities to fulfil the role of trustee
- Strategic and forward-looking vision in relation to the charity's objects and aims
- Good, independent judgement, political impartiality and the ability to think creatively in the context of the organisation and external environment
- Good communication and interpersonal skills and the ability to respect the different views and confidences of colleagues
- Balancing tact and diplomacy with willingness to offer constructive challenge to reach decisions
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission
- Willingness to lead according to SIA's organisational values.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Terms of office

- trustees are appointed for a three-year term of office, with the potential for renewal for two further terms to a maximum of nine years
- This is a voluntary position, however reasonable expenses are reimbursed

Time commitment

- Preparing for and attending four board meetings annually. Currently meetings are held remotely on Saturdays with the potential for hybrid remote/in-person meetings
- Preparing for and attending at least one strategy away day annually (in-person at SIA House, Milton Keynes or remote as necessary)
- Preparing for and attending four committee meetings per year (per committee; meetings currently held remotely).
- Ad hoc teleconferences, meetings and participation in working groups as require
- Attending external meetings and conferences on behalf of SIA as required

Tentative board dates for remainder of 2022 (subject to change):

- Saturday 16 July 2022
- Saturday 15 October 2022

What's in it for you?

In addition to using your significant skills, abilities and passion to work alongside enthusiastic trustees and employees who are committed to our mission, being a trustee can also bring personal and professional benefits.

These include learning about the management and strategic decision-making of a charity, and working with a diverse group of people with the same common goal – a fulfilled life for everyone affected by spinal cord injury. As a national charity, this provides trustees with the opportunity to network and attend events and visits organised by Spinal Injuries Association and its partners.

SIA's board and leadership

Board of trustees



Claire Martin
Chair



Mark Henderson
Senior vice chair



Mark Ridler
Vice chair



Ron Dunning
Treasurer



Faisal Hussain



Christa Dyson



Peter Hamilton



Dr Ram Hariharan



Chris Keogh

Senior Leadership Team



Nik Hartley OBE
Chief executive



Svetla Stallwood
Director of finance and operations



Anna Saunders
Director of business development



Kathryn Hill
Director of programmes



Dan Burden
Head of services



Jo Neale
Head of investments and partnerships



Sarah Tennent
Head of enterprise



Naomie Conway
Head of communications and engagement



Jen Sims
Head of people and culture

Appointment process

If you are interested in this opportunity we encourage confidential conversations with our recruitment partner **Anna Jay, MD of Public Leaders Appointments** in advance of your application. You can contact Anna at: anna@publicleadersappointments.com and 07904 236 348.

Your application should consist of a CV, LinkedIn profile or professional bio supported by a covering letter of no more than 3 sides of A4 outlining your motivations for applying and highlighting how your skills, knowledge and experience meet the requirements of our new trustees. Alternatively, you can submit a video introduction, to accompany your CV or professional bio by clicking the following link: <https://app.willotalent.com/invite/NrEw4v/> (full instructions provided).

Applications, along with the Equality and Diversity monitoring form, should be sent to

- anna@publicleadersappointments.com
- by midday on Thursday 9 June 2022, with reference “SIA”.

SIA is committed to ensuring that it is accessible to everyone regardless of race, gender, ability, religion, sexual orientation or age. We would be grateful if you could also complete and return our Equality and diversity monitoring form with your application. The information you provide will help us comply with our commitment to ensuring equality and our aim to improve diversity across our organisation.

Following consideration of applications and shortlisting, we will invite selected candidates to SIA House in Milton Keynes to meet with our chief executive, staff and a panel of trustees.

Interviews scheduled for Wednesday 22 June 2022.

If successful, we will carry out the required checks on you being a ‘fit and suitable’ person as a trustee, such as taking up references and self-declarations. Prospective trustees should be aware that the charity will need to carry out due diligence, including a DBS check, to check eligibility before appointment.

Additional information

- [SIA Impact Report 2020/21](#)
- [SIA Annual Report and Accounts 2020/21](#)
- [SIA Strategic Plan 2018 to 2022](#)
- [FORWARD \(latest issue\)](#)
- [SIA YouTube](#)