**Florence Nightingale Foundation**

**Trustee Recruitment**

October 2020

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# Welcome to the Florence Nightingale Foundation

We are thriving nursing and midwifery charity, established in 1934. It’s our mission to pioneer change and improvements in patient and health outcomes, through nursing and midwifery clinical and research leadership, honouring Florence Nightingale’s legacy.

We have 1,300 alumni who continue to have a positive impact on hundreds of thousands patients, clients, women and the health of the communities in which they work.

**Can you help us achieve our mission for nursing and midwifery across the UK and globally?**

We are recruiting up to two new trustees to join our board, providing leadership and helping shape the future of the Florence Nightingale Foundation (FNF). We’re looking for a range of governance skills and experience relevant to our strategic objectives. In particular, we are seeking two candidates with experience in 1) finance and 2) fundraising.

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As a trustee board member, you’ll make your ideas and influence count at board meetings and stakeholder events. You will also sit on one of our governance committees, contributing your skills and knowledge to help FNF. We have a board development programme and also offer a buddy system to help welcome you and enable you to benefit from shared experience and perspectives.

This is an exciting time to join our board, as we have just set out on our “Beyond 2020” vision. As a trustee, you will be responsible for providing leadership and support to our senior staff to deliver the strategy and ensure that everything we do supports our mission.

We know that diverse boards make better decisions, so it’s really important to us that we have a variety of perspectives and experiences on our board. Nursing and Midwifery are well represented as are our scholars and alumni; it is important therefore for our Board to represent this diversity. Our trustee roles are open to everyone and we encourage applicants from all backgrounds, irrespective of gender, gender identity, race, disability, religion or belief, sexual orientation and age. We welcome candidates who think they have the required skills and can contribute as a trustee. We would like to particularly encourage those from black, Asian and minority ethnic backgrounds, people belonging to minority religions, LGBTQ+ people and people with disabilities and long-term conditions to apply to bring fresh perspectives through their lived experience.

I hope what you read in this pack will inspire you to put yourself forward and tell us why you want to contribute to the work and future of the Florence Nightingale Foundation. We can’t wait to hear from you!





**Dame Yvonne Moores**

**Chair**

# About the Florence Nightingale Foundation

Florence Nightingale is undoubtedly the world’s most famous nurse and her influence and legacy continue to affect the world today. When Florence died in 1910 aged 90, the international nursing community wished to pay tribute to the life and work of this great nurse. At the International Council of Nurses (ICN) Congress held in Cologne in 1912, Mrs Ethel Bedford Fenwick in her speech at the final banquet proposed that ‘an appropriate memorial to Florence Nightingale be instituted’. She envisaged an educational foundation which would enable nurses ‘to prepare themselves most fitly to follow in her footsteps’. However, due to the First World War, it was not until 1929, at the ICN Grand Council in Montreal, that the memorial proposal was activated.

The Florence Nightingale Foundation was subsequently established in 1934. The Foundation provides scholarships and leadership programmes that enable nurses and midwives to extend their knowledge and skills to meet the changing needs of patient and health care for today and the future.

# The Florence Nightingale Foundation operates in England, Wales, Northern Ireland and Scotland.

# The Board of Trustees approved a “Beyond 2020” strategy in September. The FNF launched, in September 2020 membership of the FNF Academy whereby the most senior nurse in any UK healthcare organisation is a member on behalf of the organisation’s nurses and midwives.

# Aims, Objectives and Activities

# The Florence Nightingale Foundation is an independent charity set up to be a living memorial to Florence Nightingale by advancing the study of nursing and by promoting excellence in nursing, midwifery and health visiting practice.

The foundation aims to improve health, clinical outcomes and patient experience, through building nursing and midwifery clinical and research leadership capacity and capability. It does this by enabling nurses and midwives, our scholars, to access sophisticated and bespoke leadership development opportunities, both in the UK and overseas, tailored to the scholar’s needs. The bespoke leadership development programmes ensure the foundation’s offer remains unique and highly sought after. All of our scholars describe the experience with the foundation as ‘life-changing’ both professionally and personally. This has given them the confidence to lead with integrity, challenge when they may not have done so previously and importantly recognise that by staying within their profession, they can make a real difference to patient care and health outcomes.

# Our Vision

To be the leading scholarship provider for nursing and midwifery leadership development, recognised for influencing breakthroughs in health and social care policy and practice on a national and global level.

To be ‘the go-to place’ for professional opinion and debate, a recognised academy for healthcare thought, a voice for nursing and midwifery. Our alumni will seek all opportunities to influence healthcare policy and practice.

# Our Mission

To pioneer change and improvements in patient and health outcomes, through nursing and midwifery clinical and research leadership, honouring Florence Nightingale’s legacy.

# Our Values

Care:We care for nurses and midwives and this is at the heart of what we do. Like Florence Nightingale, we have an overriding instinct to enable nurses and midwives to be better and discover new ways to improve patient care and health outcomes.

Challenge:We challenge norms and non-evidenced based nursing and midwifery practice. We promote transparency and lead communities to ignite change for the better. We use Florence’s legacy as leverage to intelligently influence those around us, unafraid to challenge the status quo when needed.

Nurture:We nurture our scholars and provide the tools, confidence and knowledge they need to lead change and influence those around them.

Promote:We promote courageous leaders who discover new ways of working and forge a path to impact policy and practice at local, national and international levels.

Partner: We develop enduring relationships with the nursing and midwifery communities.

# Our Promise

**We will:**

**Select** the very best talent in nursing and midwifery as scholars of the foundation. Through our bespoke leadership development programmes, we will inspire, nurture and support their future success. Our programmes are designed and delivered through partnerships with leading organisations both in and outside of health and social care.

**Connect** nurses and midwives to become the positive voice of nursing and midwifery.

**Shine** a light on nurses and midwives and their practice. We will commemorate Florence’s legacy and the impact she had on today’s nursing. We will support new research to generate new knowledge, communicate and celebrate our achievements and the impact our work has on improvements in health and social care.



# The Board

We want our board to offer a variety of perspectives and experiences.

You can find some details of our current trustees [**here**](https://florence-nightingale-foundation.org.uk/about/officers-of-the-foundation/)**.**

The Board of Trustees meets at least four times a year. In addition to the Board, there are four Governance and Assurance Committee meetings and four Finance and Investment Committee meetings.

As a trustee you’d serve up two three-year terms of office, with a possible third term following a review of performance and a consideration of the balance of skills and expertise needed on the board at that time. We choose all our trustees based on a person specification and a skills matrix which reflects the needs of good governance and the nursing and midwifery professions.

## Your Responsibilities

The Board of Trustees has overall legal responsibility for the direction and control of the foundation. It’s also accountable for compliance with relevant legislative and regulatory requirements. So, as a trustee you have legal duties and responsibilities. It’s a voluntary role, and by taking it you must be committed to furthering the purposes of The Florence Nightingale Foundation, and have the skills, experience and personal qualities needed for the strategic leadership of our foundation.

The trustees have overall responsibility for the policy and strategic direction of the foundation. The day-to-day operations are conducted by the Executive Team under the overall leadership of the trustees. To serve as a trustee you must be over the age of 18 and not be disqualified because of bankruptcy, unspent criminal convictions for offences of deception or dishonesty, or a legal order or removal/disqualification as a trustee or company director. It is a criminal offence to act as a trustee while disqualified. As a trustee you must act at all times in the interests of the foundation

# The Trustee Role

## Main Duties and Responsibilities

* To be aware of and to discharge the responsibilities of a Charitable Trustee and a Director of a Company limited by guarantee.
* To contribute to setting strategy targets and to monitor performance to ensure consistency with the values of the Foundation and to meet its charitable objectives.
* Safeguard the interest of donors and current and future beneficiaries, acting as guardians of its assets and taking due care over their security, deployment and proper application.
* To attend meetings of the Executive and other activities promoting the Foundation and its work.
* To ensure that the Foundation takes appropriate steps, including fundraising, to secure necessary resources both financial and human to meet its charitable objects.
* To ensure that resources are managed with due probity.
* To exercise oversight of the finances and governance of the organisation.
* To safeguard the good name, reputation and values of the Foundation and act as Ambassadors of the Charity.
* To review the strategic direction and future succession planning to ensure that the Foundation responds to health care needs.
* To be involved, when required, in the selection of scholars and fundraising.

## Support and Development

We make every effort to ensure you are able to fulfil your role to the best of your abilities, and to support your development. We give all new trustees an induction and we have a board development programme to support you in developing your skills. We also offer a buddy system to build relationships among trustees and help you benefit from each other’s perspectives and shared expertise.

## What is the Time Commitment?

Around 15-20 days a year. This includes reading and prep time, and breaks down roughly as:

* Attending four board meetings a year (virtual or face to face), and occasional additional meetings. Face to face meetings are usually held in London.
* Attending four committee meetings per year
* Attending the AGM once a year
* Participating in some of foundation’s work, like sitting on a trustee recruitment panel or attending some of our events.

**This is not a paid role**, but the foundation will cover all your reasonable expenses.

# The Person

## Trustees Should Bring the Following:

* Knowledge of the charitable objects, mission and priorities of the Foundation and an ability to engage with them
* Knowledge of the Foundation and its work and commitment to its ethos
* Strategic vision and an ability to think creatively
* Sound, independent judgement and the ability to challenge constructively
* A willingness to devote necessary time and effort to be a Trustee
* An understanding of Good Governance of Charities
* Willingness to undertake Trustee training and appraisal
* The intellectual capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues
* Be numerate, with the ability to understand budgets and charity finance
* The willingness to act in the best interests of the charity and comply with the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honest and Leadership)

We want to complement the skillset of our existing trustees, so in this recruitment round we’re looking to recruit trustees with knowledge and experience in one or more of the following areas:

1. **Trustee with a financial background**
2. **Trustee with a fundraising background**

## Trustee with a Financial Background

The overall role is to maintain an overview of the organisation’s financial affairs, ensuring its financial viability and that proper financial records and procedures are maintained.

In addition to the general responsibilities of a Trustee, the duties, in collaboration with the Treasurer and the Finance and Investment Committee include the following:

* Overseeing budgets, accounts and financial statements and the audit
* Assuring the financial resources of the organisation meet the present and future needs
* Ensuring the charity has an appropriate reserves policy
* Ensuring appropriate accounting procedures and controls are in place
* Advising on the financial implications of the organisation’s strategic plans
* Ensuring the charity has an appropriate investment policy
* Monitoring the organisation’s investment activity and ensuring it is consistent with the organisation’s policies and legal responsibilities
* Contributing to the fundraising strategy of the organisation

**To fulfil the role of the Trustee you should have the following qualities:**

* Financial qualifications and experience
* Some experience of charity finance and fundraising
* The skills to analyse proposals and examine their financial consequences
* A willingness to be available to staff for advice and enquiries on an ad hoc basis

## Trustee with a Fundraising Background

The overall aim is to support the development of a sustainable fundraising strategy, key in enabling us to meet and exceed our goals: growth and impact.

In addition to the general responsibilities of a Trustee, the additional duties include the following:

* Fundraising/income-generation knowledge and/or business development
* An understanding of the UK grant and contract sector
* An understanding of the challenges facing organisations such as the Florence Nightingale Foundation in securing new funds
* Experience of diverse income generation practices

# How to apply

Apply to chair@florence-nightingale-foundation.org.uk and send the documents listed below:

* An up-to-date CV
* A supporting statement - outlining your interest in the role and how you fit the person specification. Include examples of your skills and knowledge, which may have been gained from work or volunteer roles
* Referee details
* Diversity monitoring form

## The closing date is Friday 30 October 2020 at 9am

If you want to know more about the role or selection process, please contact Phoebe Hollings phoebe@florence-nightingale-foundation.org.uk or call 020 7730 3030

If you would like to discuss this position with the Chair, Dame Yvonne Moores, please contact Phoebe (as above) to arrange a phone call.

## Referees

We need references from two people who can evidence your ability to work strategically at board level, and also your specialist knowledge (in relation to the person specification).

The Florence Nightingale Foundation will contact them following successful interviews

On your CV, for each referee, please provide:

* Name
* Address
* Position in the organisation
* Relationship to you
* Telephone number
* Email address

## Timeline

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| Application closing date | Friday 30 October 2020 at 9am |
| Shortlisted candidates invited to interview, and unsuccessful candidates notified | By 7 November 2020 |
| Interviews (in light of current circumstances interview format and practical arrangements to be confirmed)\* | 12th and 13th November 2020  |
| Offers go out to successful candidates | From 20 November 2020 |
| Unsuccessful candidates contacted and notified | By 21 November 2020 |
| Appointment of successful candidates as trustees | 15 December 2020 |

Support us to continue Florence’s legacy.

**T:** 020 7730 3030 **E:** admin@florence-nightingale-foundation.org.uk **W:** florence-nightingale-foundation.org.uk @FNightingaleF TheFlorenceNightingaleFoundation  @fnightingalef

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