



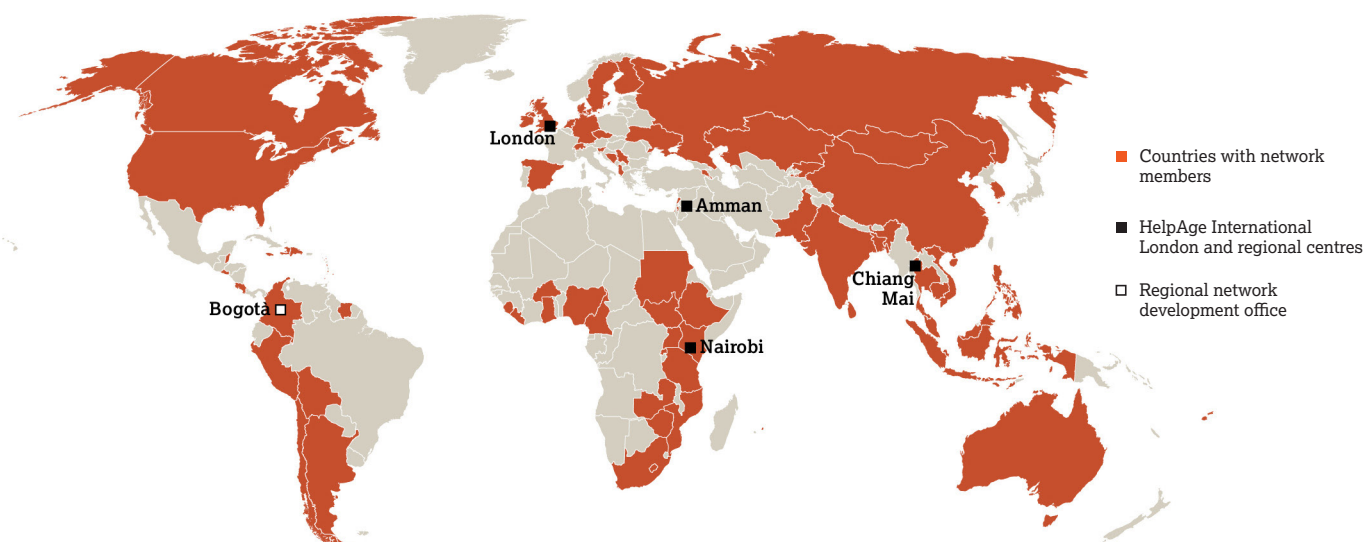
HelpAge International

Appointment of member of
the Board of Trustees

HelpAge

International

About HelpAge International



HelpAge International promotes the wellbeing and inclusion of older women and men, and reduces poverty and discrimination in later life.

Our work is strengthened through our global network of like-minded organisations – the only one of its kind in the world.

We believe that the contribution older people make to society is invaluable. Yet older people remain some of the poorest and most neglected in the world. We are committed to helping them claim their rights, challenge discrimination and overcome poverty.

Our history

HelpAge International was established in 1983 by five organisations working for older people – in Canada, Colombia, Kenya, India and the UK. The vision of the founders was that HelpAge International would become the Secretariat supporting a global network of organisations supporting and working with older people.

The HelpAge International Secretariat has grown significantly, and working as a network is still central to our identity and values. There are 135 members of the HelpAge global network currently, who between them raise and spend well over £1bn annually on their work with and for older people in their own countries.

The HelpAge network is a diverse, non-branded and non-exclusive network, with only a small number of member organisations using the HelpAge name.

The main criteria for membership are a commitment to the rights of older people and to improving their lives. A clear majority of members are from the global South, linked through common membership of the HelpAge network with some of the most established older people's organisations in the world, such as AARP in the USA, DaneAge in Denmark and Age UK in the UK.

HelpAge International is a co-owner of the International Civil Society Centre, which brings together the world's leading civil society global networks, including at Chair level once a year. Our CEO has attended the World Economic Forum's Annual Meeting at Davos since 2010 as one of the civil society representatives. Two of our Board Members, one of our Global Ambassadors and our CEO were all invited this year to join the World Economic Forum's Global Agenda Council on Ageing.

HelpAge International is a strategic partner of Swedish SIDA, has formal consultancy status with WHO and a multi-faceted partnership with UNFPA, among other relationships with influential bilateral and multilateral donors.

As the acknowledged expert civil society organisation on ageing and older people, HelpAge International enjoys particularly good access to and working relations with governments and regional bodies where we work.

Our vision

Our vision is a world in which all older people can lead dignified, healthy and secure lives.

Our mission

Our mission is to promote the wellbeing and inclusion of older women and men, and reduce poverty and discrimination in later life.

Our role

Our role is to work with older women and men in low and middle-income countries for better services and policies, and for changes in the behaviours and attitudes of individuals and societies towards old age.

Our strategy to 2020

At the end of our 2010-15 strategy period we were working directly with 1.5 million older people and supporting policy change reaching many more in low- and middle-income countries. Our goal by 2020 is to achieve significant increases both in number of older people with whom we will work directly, and those who will benefit from our work for wider policy change in low- and middle-income countries.

The world we want is one where every older woman and man can say:



I have the income I need

HelpAge will work to secure the right of older people to the income they need through sustainable and resilient livelihoods, decent and appropriate work, with security of assets and adequate social protection to ensure a dignified old age.



I enjoy the best possible health and care, wellbeing and dignity

HelpAge will draw on a broad range of expertise to ensure the right of older women and men to best attainable health, nutrition and care services, enabling them to enjoy the best possible health and care, supporting wellbeing right through to the end of life.



I am safe and secure, free from all forms of discrimination, violence and abuse

HelpAge will work to achieve the right to safety and security, and freedom from all forms of discrimination, violence and abuse for older women and men.



My voice is heard

Our intergenerational movement will campaign for the voices of older women and men to be heard by decision makers. We will ensure that their experience is recognised and supported, working together as agents of change.



Jonas Wresch/HelpAge International

Our Theory of Change

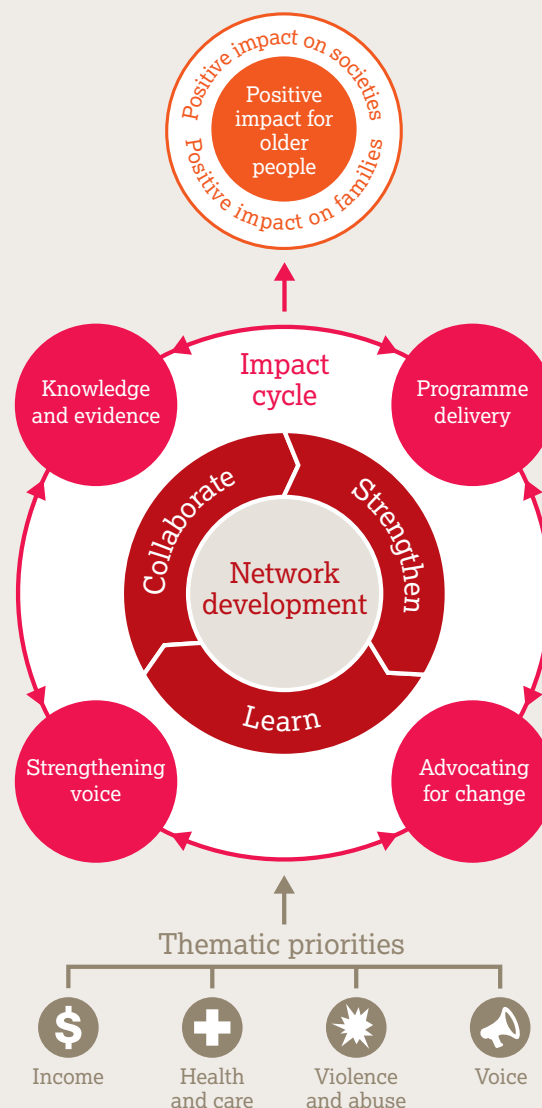
To achieve our vision of a world in which all older people can lead dignified, healthy and secure lives, we work with network members in four major ways:

Programme Delivery: We deliver programmes directly and support network members to do the same to enable us to develop and test service delivery models for older people in a practical way, including responding to humanitarian crises.

Advocating for Change: We advocate and campaign for change as a network, which enables us to bring our collective experience to bear on policy and wider public attitudes towards older people and ageing.

Strengthening Voice: We actively strengthen the collective voice of older people and our network members on the world stage, through the dynamic platform we offer as the Secretariat to a global network.

Knowledge and Evidence: We take an active approach to learning as a network based on the evidence we and our network members generate through programming and policy work, and use this knowledge to inform global debates on ageing, influence change and improve our own practice.



Our achievements

In 2016/17:



We supported 7,976 older people's associations with 403,000 members in 26 countries.



We helped build support for a UN convention on the rights of older people, now backed by 37 national governments.



We led an inter-agency group to develop the Charter on Inclusion of Persons with Disabilities in Humanitarian Action, now signed by more than 30 governments and humanitarian agencies.



We contributed to six new or revised national policies on ageing in five countries, potentially benefiting 13 million older people.



In total, 164,000 people in 42 countries took part in Age Demands Action campaigns.



We raised a total income of £27.0 million in 2016/17.



Clemence Elijah/HelpAge International



Claire Cathernet/HelpAge International

Our structure

HelpAge International Board of Trustees

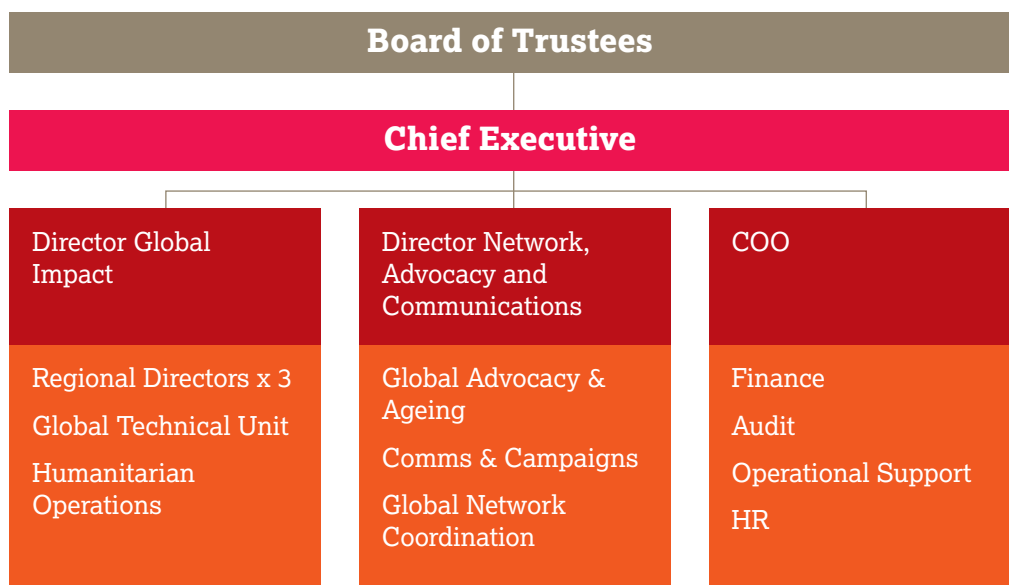
The role of the Board is to govern the organisation, ensure it does what it was set up to do, set its strategy, and provide overall direction to achieve its aims in the most efficient and effective manner, consistent with the organisation’s values and approach. Trustees are ultimately responsible for the management and administration of HelpAge International. The current Board is composed of 12 Trustees, of which half are nominated by our Network Members. The position of Chair of the Board is currently held by Arun Maira.

HelpAge International is a UK company, limited by guarantee and registered as a charity with the Charity Commission for England and Wales. As such it has

reporting responsibilities to Companies House and to the Charity Commission. The Trustees of the charity are also Directors of the company.

HelpAge International

HelpAge International is the secretariat of a global network, currently with 135 member organisations. The headquarters of the global secretariat is spread across four hubs based in London, Nairobi, Amman and Chiang Mai. We are a highly decentralised organisation, with the great majority of programme, policy and advocacy activities managed directly by our country and regional teams, or independently through the members of the network. We employ 485 people worldwide, of whom 46 work in London.

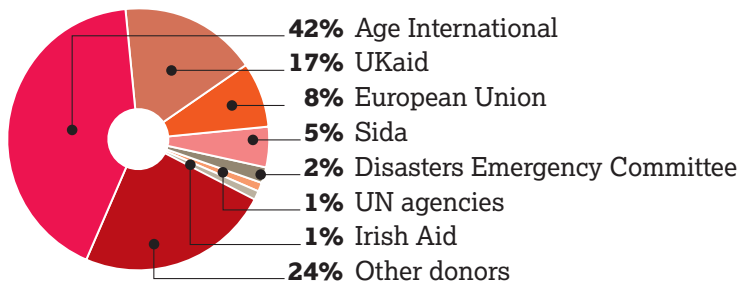


Finances

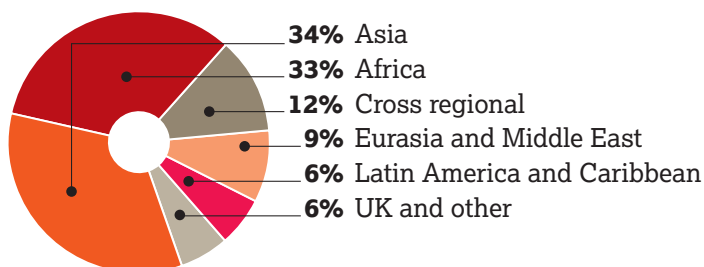
Our income and expenditure at a glance

Income in 2016/17 was £27.0 million, 11% less than 2015/16.

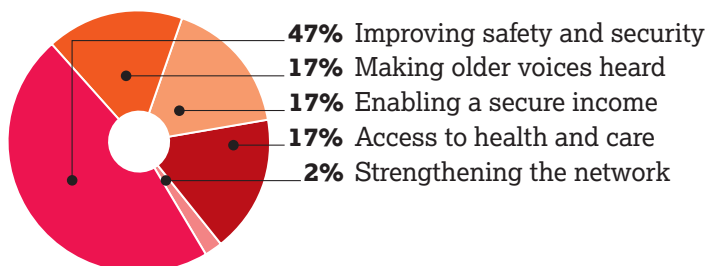
Where our money came from £27.0m



Where we spent this money £27.1m



How we spent this money £27.1m



Ellie Coleman/HelpAge International

Role description: Trustee

Profile

The Board of HelpAge International has a rich tradition of Trustees who are driven by their commitment to and passion for the cause of the population ageing and to ensure rights of older persons are upheld across the world. Serving on the Board of HelpAge also offers Trustees a unique opportunity to support and help drive this cause at a global level. The position of Trustee at HelpAge International board is non-remunerative, and all the work that individual Trustees devote to the charity is done on an entirely voluntary basis.

Officially the time commitment required of Board Trustees is the time required to prepare for and attend the biannual Board meetings which last 2-3 days. One of these biannual Board meetings always takes place outside UK, in one of HelpAge's countries of operation; and depending on the Trustee's location, this could call for significant travel time. In practice, Trustees devote much more time than just this, by staying connected to the cause of HelpAge International, learning about it and advocating for older persons.

Board Trustees are encouraged to be members of at least one Board sub-Committee. The Board often delegates specific tasks to these Committees, and as a result Committee members may have specific assignments (in addition to the statutory work of their respective Committees) to execute on behalf of the Board in between statutory Board meetings. Trustees whose current careers are not already steeped in ageing issues often find it is useful to spend time outside of the Board and Board Committee meetings, familiarising themselves with and staying abreast of current population ageing issues.

Board Members are also 'ambassadors' of HelpAge International. As such, from time to time they may be called upon to represent the organisation in forums taking place in their region. Even where Trustees are not called upon to officially represent HelpAge International, as a Board Member the Trustee will always act and speak in public in a manner that helps to advance – and not detract from – the cause of the organisation and the ageing movement at large.

The statutory duties of a Trustee:

HelpAge International is a registered charity in the UK. Under charity law, HelpAge International Trustees have the ultimate responsibility for directing the affairs of HelpAge International, ensuring that it is solvent, well-run and delivering the charitable outcomes for which it was established. In law, the Board of Trustees of HelpAge International have three particular duties – compliance, care and prudence – which are set out below using the wording given by the Charity Commission.

Duty of compliance – Trustees must:

- Ensure that HelpAge International complies with UK charity law, and with the requirements of the UK Charity Commission as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law.
- Ensure that HelpAge International does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of any other laws and legislation and the requirements of any other regulators, which govern or apply to the activities of HelpAge International.
- Act with integrity, and avoid any personal conflicts of interest and/or loyalty and any misuse of HelpAge International funds or assets.

Duty of care – Trustees must:

- Use reasonable care and skill in their work as Trustees, using their personal skills and experience whenever needed to ensure that HelpAge International is well-run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to HelpAge International, or where there is a risk that the Trustees may be in breach of their duties.

Duty of prudence – Trustees must:

- Ensure that HelpAge International is, and will as far as possible remain, solvent.
- Use HelpAge International's funds and assets reasonably, and only in furtherance of HelpAge International's objects.
- Avoid undertaking activities that might place HelpAge International's endowment, funds, assets or reputation at undue risk.
- Take special care when investing HelpAge International's funds, or borrowing funds for HelpAge International to use.

Role description: Trustee (continued)

Support to Trustees

HelpAge International is committed to ensuring each Trustee is given adequate access to the information and tools s/he needs to be an effective Board trustee. As such, HelpAge will ensure that every new trustee is introduced to the organisation through an appropriate and supportive induction process. The HelpAge website offers Trustees (and others) a rich source of information about topical ageing issues and about developments in the ageing movement. The website also has useful information about the activities of HelpAge International and those of the network at large. This allows Trustees to keep abreast of and, where they are interested, to participate in any HelpAge activities or events taking place in their locale. In addition, senior staff members of the organization are a valuable knowledge resource on ageing matters/issues, and the organizational culture is such that opportunities for interaction between senior staff and Trustees are easily arranged. HelpAge will also provide support to those Trustees who wish to attend specific workshops and seminars in order to improve their effectiveness as Board Trustees.



Person specification

HelpAge International works actively to ensure that its Board has the right skills and experience to lead the charity effectively. HelpAge International Trustee vacancies are normally advertised publicly and through our global network of affiliated organisations. Applications must be submitted in writing, and shortlisted candidates will be interviewed

Personal competencies

HelpAge International Trustees are expected to demonstrate all of the following personal competencies and the capacity to apply these to the direction of a large and complex organisation:

Essential

Commitment

- Ability to understand and accept the duties and liabilities of being a Trustee.
- Empathy with the vision, mission and aims of HelpAge International.
- Willingness and ability to devote the necessary time and effort.

Focus

- Ability to think and apply knowledge strategically.
- Ability to think creatively.
- Ability to keep mission-focused.
- Ability to analyse and evaluate management information and other evidence.
- Willingness to listen and learn.

Communication and team working

- Ability to communicate clearly and sensitively, and to take an active part in discussions.
- Ability to influence and engage.
- Ability to work effectively in an English-speaking group.
- Willingness to express their own opinion in a reasoned way, while also listening to the views of others.
- Ability to challenge constructively and ask questions appropriately.

Accountability

- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to manage difficult and/or challenging situations.
- Ability to maintain confidentiality on sensitive information.

Skills and experience

Desirable

The knowledge, skills and experience in the list below are relevant to HelpAge International's main areas of activity, and they are represented across HelpAge International's executive and staff, who apply them at operational level.

HelpAge International is looking for Trustees who have the knowledge and understanding to maintain an oversight of these activities at a strategic level in a large and complex charity, who can contribute well-informed views, can challenge constructively and who have a commitment to best practice. HelpAge International would normally expect each Trustee to be able to do this in at least one of the areas below. A Trustee's ability to contribute in this way will often, but not always, draw on professional and/or practitioner experience at a senior level.

Management

- Strategic leadership and management within a medium sized or large organisation (budget or annual turnover above £10 million per annum).

Stewardship and governance

- Trusteeship in a similar size or larger organisation, together with implementation of best practice in UK and/or international corporate governance.

Specialist expertise

- An area of expertise relevant to HelpAge International such as gerontology, demography, health, pension policy, accountancy/financial management, law, project or programme management, human rights, humanitarian assistance, international development, human resources or organisational development.
- Public policy formulation and influencing techniques across parliaments and national assemblies.
- Fundraising.
- Marketing, communications or public relations.
- Service provision or policy development at a senior level to older people.
- International development and/or humanitarian assistance at strategic level, particularly planning and delivery of services, governance structures, and financial management.
- Experience working with/in/for networks.
- Active role in/links with academia.
- Influence and links with global humanitarian organisations/networks/policy makers.
- Resourcing or fundraising experience.
- Links/connections with corporate sector and the silver/grey economy.



HelpAge International

Diversity

HelpAge International is committed to equal opportunities for all its employees, potential employees and board of trustees. It seeks to be an inclusive organisation where there is equal opportunity for all and diversity is embraced.

The recruitment process must result in the selection of the most suitable person for the post in respect of experience, knowledge, skills and qualifications. Whereas there is still a need to ensure discrimination and stereotyping play no part in the recruitment and selection process, it is also important to value differences between people and to understand the positive benefits for the organisation to employ a diverse range of talented people.

We believe that diversity is an important factor for accountability and public confidence. HelpAge deliver services and programmes in diverse communities, and a board should reflect this diversity.

To reap the benefits of a diverse board, we are looking to recruit and retain trustees who reflect and have knowledge of the communities and areas in which the charity operates.

HelpAge International is an equal opportunities employer and is committed to establishing and maintaining an inclusive and diverse working environment. As part of our commitment to promoting gender diversity, we are a member of the Business in the Community gender campaign.

How to apply

Appointment process and how to apply

To apply, please send your CV (including comprehensive details of key achievements and responsibilities) with a covering letter summarising your motivation in applying and addressing the role description, key competencies and person specification to Obinna Chijioke at **obinna.chijioke@helpage.org**

Applicants are asked to provide suitable daytime and evening telephone and email contact details. If you are being nominated by a HelpAge Network Member, please include the letter of nomination with your application.

The closing date for applications is Monday, 12 February 2018 at 9am GMT, however we will be reviewing applications as we receive them.



Eva-Lotta Jansson/HelpAge International

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