

## Interim Support to Board of Trustees (Part-time, Maternity Cover)

Location	UK
Department	Chief Executive Office
Reports to (Line Manager)	CEO
Grade	UK Salary Grade D
Contract Type	Fixed term, part time (Maternity Cover) 20 hours per week

### About HelpAge

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HelpAge International works with a diverse global network of around 200 organisations across 99 countries to promote the rights of older people to lead dignified, healthy and secure lives.

Through partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone as they get older. Our work is driven by our desire to achieve real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

As countries prepare for and adapt to population ageing, we are seeking to make a difference at a critical juncture to how societies, economies and institutions adapt to this change.

Our 2030 Strategy 2030, [Ageing in a Just World](#), sets out how we will work to shape the future we all share. By working together with our partners, we aim to inspire a movement for change. By ensuring all our work promotes older people's wellbeing, dignity and voice, we seek to transform the lives of older people now and in the future.

Guided by our commitment to our values of impact, learning, partnership, and inclusion, we partner with others to bring systemic change and impact at scale. By acting as a supporter, convenor and thought leader, we want to make an impact that matters for older people and their communities.

### Our organisational culture

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The culture of the organisation aims to ensure:

- **Accountability for All:** Every individual and team member is responsible for their actions and decisions, ensuring alignment with **organisational priorities** and commitments to partners and network members.
- **Trust, Respect, and Inclusion:** We strive to create an environment where

mutual trust is the foundation of all relationships, diverse perspectives are valued, and everyone feels included in decision-making processes.

- **Culture of Collaboration:** Working together across teams, network members, and partners to share knowledge, maximise impact, and drive collective success, rather than working in silos.
- **Openness and Transparency:** Ensuring open communication, clear decision-making processes and actions, and a commitment to sharing information in a way that builds trust and accountability.
- **Collective Responsibilities Within and With Partners and Network:** Recognising that achieving our mission requires shared responsibility, we promote joint ownership of decisions, initiatives, and outcomes across HelpAge and its network members and partners.
- **Staff and network members are valued:** Staff and network members are recognised, and valued and appreciated for their contributions, fostering an environment where every individual feels respected, supported, and integral to our mission, with their input and expertise recognised as vital to achieving our shared goals.

## About the Role

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This interim role provides dedicated support to the Board of Trustees and its sub-committees during a maternity cover period. The postholder will work closely with the Chair, Vice Chair, CEO and Chairs of the Board sub committees to ensure the smooth running of all governance processes, coordinate and support the governance of the organisation by ensuring all Board and Committee meetings are convened, managed and minuted.

## Key responsibilities

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- Liaise with the CEO and Board Chair to plan and coordinate meeting agendas.
- Provide logistical support for board and committee meetings, including collating board papers, scheduling and virtual meeting setup.
- Ensure Trustees have timely access to all relevant information and board papers at least a week before all committee and Board Meetings.
- Follow up with the Executive Leadership Group on meeting action items and follow-up recommendations.
- Support HR and Governance Committee chair with the recruitment process of new Trustees.
- Ensure compliance with all relevant Companies House, Charity Commission and governance requirements.
- Draft and share board resolutions as necessary for approval by the Board.

- Be the main contact person and support CEO and Board engagement with Global Ambassadors ensuring that they continue to be updated and engaged with the work of HelpAge.

## Skills and experience required

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- Experience providing governance and administrative support to a Board of Trustees or similar governing body.
- Excellent organisational skills and attention to detail.
- Strong written and verbal communication skills, including minute-taking and drafting formal correspondence.
- Familiarity with UK Charity Commission guidelines and governance best practices.
- Strong interpersonal skills with the ability to build effective working relationships with Trustees, staff, and partners.
- Proactive, self-motivated, and able to manage competing priorities independently.
- Previous experience in an international or network organisation is desirable.

## Key Behavioural Competencies

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Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation; being flexible and constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Promote a collaborative and highly inclusive environment where everybody feels supported, respected and engaged.

## Safeguarding

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HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes

to anyone that encounters our work.

- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.