

# **FLORENCE NIGHTINGALE FOUNDATION**



**Recruitment Pack  
Treasurer  
(Honorary Officer)**

# Letter from the CEO and Chair of the Board

Dear Candidate

Thank you for expressing an interest in applying for this key position in the Florence Nightingale Foundation. The Treasurer role is vital to FNF, ensuring that the financial affairs of the organisation are both legal and constitutional.

In return, FNF offers our Trustees networking opportunities with our inspiring alumni and partners from all parts of the health and care sectors. In addition, our Trustees can attend our prestigious annual Florence Nightingale Commemoration Service which is held in the beautiful Westminster Abbey.

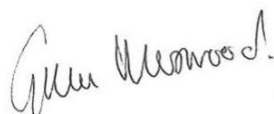
The Florence Nightingale Foundation (FNF) is a thriving charity both in the UK and globally. Its unique purpose is giving back to nurses and midwives in recognition of the enormous contribution they make to society. It is registered and with the Charity Commission (229229) in England and Wales, the Scottish Charity Regulator (SC044341) and a company Limited by Guarantee registered with Companies House in England and Wales (00518623).

FNF is a thriving UK and global charity. Its unique purpose is giving back to nurses and midwives in recognition of the enormous contribution they make to society. It is dedicated to providing personal development opportunities for nurses and midwives in order to support them to make an even greater difference to peoples' lives. We equip them with the leadership skills they need to fulfil their demanding roles and, in doing so maintain Florence Nightingale's commitment to improve health care and health outcomes. Our charitable funds enable us to offer a range of programmes tailored to all nurses and midwives, from students and junior staff, through to executive directors and chief nurses and midwives.

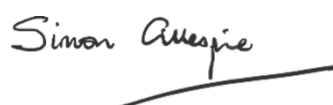
Over the last five years the Foundation has been transformed, prioritising growth to significantly increase reach and access to its programmes by nurses and midwives across the UK and globally. Our work is made possible by generous donors and benefactors and is supported by a very talented and motivated staff team and an actively engaged Board of Directors. The Trustees play a vital role in providing stewardship for the organisation and we are now seeking to strengthen the Board with the appointment of new Trustee positions.

The FNF is committed to fostering an inclusive organisational environment and know that diverse teams make better decisions, so it's important to us that we have a variety of perspectives and experiences in the Foundation. We strive to ensure that the staff team, Board, scholars and alumni are drawn from a wide range of cultures and backgrounds. We welcome applications from anyone from any background who has the required experience and skills to help us fulfil our mission and purpose.

I hope that you will be inspired to put yourself forward and talk to us about how you feel you could contribute to the work and future of the Florence Nightingale Foundation.



**Professor Greta Westwood CBE PhD RN**  
Chief Executive Officer



**Simon Gillespie OBE**  
Chair of the Board

# About The Florence Nightingale Foundation

Florence Nightingale is one of the world's most famous nurses 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 FNF Academy was launched in 2020 and is the home for all our scholarly activity; scholarships, leadership programmes, policy, promotion of evidence-based practice and academy membership. Our activities are available both in the UK and internationally to enable nurses and midwives to develop and extend their knowledge and skills to meet the changing needs of patient, health, and care today and the future.

In a recent review of the leadership development required in health and social care to ensure an inclusive and collaborative future, [Messenger & Pollard 2022](#) recommended targeted and systematic investment. It was asserted that clinical leadership is central to influencing the culture and behaviour of teams and that development opportunities should be available throughout all levels of the hierarchy. Inclusive and collaborative leadership should be embedded as the responsibility of all leaders to promote a culture of respect. This is the fundamental basis of our work.

All 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 society and improve care and health outcomes.

As Florence Nightingale demonstrated, influencing the way health care is delivered through strong nursing and midwifery leadership can make a great difference to people's lives. FNF Academy membership is offered to the most senior nurses and midwives in the health and care sector, providing them with support in their challenging leadership positions and facilitating access to programmes for the thousands of nurses and midwives working in their organisations.

The Foundation has a great brand and very strong reputation. Building on the great success of transforming the Foundation from serving a few to serving the many, we wish to enter the next stage of our development. We have grown exponentially over the last few years, with increased UK and global presence and impact. We are now focussed on building a sustainable foundation with enhanced processes and infrastructure to ensure continued growth and impact.

## The Next Few Years

Over the next few years, we will continue to grow as a world class leadership charity, supporting nurse and midwife leaders to influence the quality of care, save lives and promote well-being across the world. Our scholars become role models for leaders in digital health, improving evidence-based practice and engaging in policy challenges as influencers of change.

Our strategy sets out ambitious national and global plans for growth in personal and leadership development. We are a charity that promotes equal, diverse, and inclusive opportunities for all, but we can do more. We want to escalate our digital transformation plans to create greater access to more

nurses and midwives globally and ensure FNF is digital throughout. At the same time, we will pursue a robust financial, social, cultural, and environmentally sustainable future.

Whilst developing our strong relationships with organisations in health and care and a range of other sectors across the four UK nations, we will also build on our expertise by expanding globally in a mutually beneficial way. In the initial years we will work in partnership with high income countries, building a resource base to support nurses and midwives in low and middle-income countries. We are committed to the United Nations (UN) Sustainable Development Goals and in all our work we seek to promote inclusivity and excellence.

## Mission

Dedicated to supporting and developing nurses and midwives to improve care and save lives across the world, maintaining Florence Nightingale's legacy.

## Vision

Over the next few years, with our partners we will continue to grow as a world class charity, supporting nurses and midwives to develop the personal and leadership skills they need to improve care, save lives, and promote well-being across the world.

## Our Values

Our trustees commit to the values that underpin the activity of our organisation:

- Creating a culture of **collaboration** within our Board meetings, encouraging diverse perspectives in decision making
- Encouraging **innovation** through learning from successes and failures
- Striving for **excellence**, setting high level performance standards
- Leading by example, treating everyone with **compassion** and working ethically

## Our Directors (Trustees)

They work tirelessly to support our work. Their backgrounds are varied and collectively they provide excellent input to the Chair and the Executive Team. You can find some details of our current Directors [here](#).

## Team FNF

Team FNF is multidisciplinary and currently comprises over 32 talented individuals who provide expertise in nursing and midwifery, finance, fundraising, leadership programme delivery, governance, learning technology, policy, communications, and marketing. The team is led by the CEO, Professor Greta Westwood CBE PhD. Registered Nurse. She is supported by a committed Executive Team including a Director of Academy and a Chief Operating Officer.

# Role Description

<b>Position:</b>	Treasurer (Honorary Officer and Trustee)
<b>Reports to:</b>	Chair of the Board of Directors
<b>Location:</b>	London
<b>Remuneration:</b>	The role of Treasurer is not accompanied by any financial remuneration, although expenses for travel may be claimed
<b>Time Commitment:</b>	Four Board meetings and four Finance & Investment Committee meetings per year. Attendance at the annual Florence Nightingale Commemoration Service. Attendance at annual Presentation of Scholar Certificates. The Treasurer is also expected to have regular meetings with the Chief Operating Officer (COO), and to remain in regular contact with the charity's auditors and other stakeholders as required.

## Objective

The Treasurer is responsible for overseeing the financial affairs of the Charity and ensuring they are legal, constitutional and within accepted accounting practice. You will ensure proper records are kept and that effective financial procedures are in place. You will report to the Board and the annual general meeting on the financial position of the organisation. You will oversee the production of necessary financial reports/returns, accounts and audits. In partnership with the FNF Team, the Treasurer (with COO) are responsible for the preparation of the annual financial review and accounts for approval by the Board and AGM.

## Principle Areas of Responsibility

### Objectives and Personal Development

- Be aware of and discharge the responsibilities of a Trustee of a Charity and a Director of a Company
- Contribute to strategic target setting and monitor performance to ensure consistency with the values of the Foundation and support the Charity to meet its charitable objectives
- Provide financial leadership to the Charity and its Board, ensuring that it has maximum impact for its beneficiaries
- Ensure the Board regularly reviews financial risks and associated opportunities, and satisfies itself that controls and systems are in place to manage and mitigate risks and take advantage of opportunities
- With the COO and members of the Finance & Investment Committee ensure financial accountability of the Board in fulfilling its duties to maintain the sound financial health of the Charity
- Represent the Trustees on any subsidiary trading company Board.
- Work within all agreed policies adopted by the Charity
- Ensure that the Charity's financial strategy supports initiatives that promote diversity, equity and inclusion
- Work with the Board and FNF team to create a compassionate and inclusive environment, encouraging diverse perspectives to contribute to innovation and ideas

### Efficiency and Effectiveness

- Chair meetings of the Finance and Investment Committee effectively and efficiently, bringing impartiality and objectivity to decision-making processes
- Provide direction to the Board on financial policies and strategic developments
- Monitor actions to ensure that financial decisions taken at meetings are implemented
- Work closely with the Charity's auditors.
- Willingness to contribute to the continuous development of the Board (and FNF team) on financial issues

## Relationship with the Chief Executive and Finance Team

- Establish and build a strong, effective and constructive working relationship with the CEO and the COO
- Ensure regular contact with the Finance Manager and develop and maintain a constructive and supportive relationship to enable open and safe discussion about concerns, worries and challenges
- Provide non-executive support to the COO
- Liaise with the CEO to maintain an overview of the Charity's financial affairs, providing support and direction as necessary

## Additional Information

The above list is indicative only and not exhaustive. The Treasurer will be expected to perform any additional duties as are reasonably commensurate with the role.

## Person Specification

### Personal Qualities

- Strategic vision and an ability to think creatively, contributing to long term sustainable growth of the organisation.
- Sound, independent judgement and the ability to challenge constructively.
- The intellectual capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues.
- High level numeracy, 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).
- The willingness to devote necessary time and effort to being a Trustee
- Commitment to live FNF values in decision making, leadership and collaboration
- A proactive, solution focussed approach to promoting inclusive ways of working
- A collaborative leader, open to diverse perspectives and an advocate for innovation

## Experience, Knowledge, and Skills

### Experience

- A good understanding of financial management and accounting
- A strong business and financial acumen
- Strategic leadership at Executive level within an organisation
- Knowledge of the charity sector is essential
- Successful track record of achievement throughout career
- Representing and championing an organisation
- Proven experience in building strong effective relationships with team members and with diverse stakeholders

### Knowledge and Skills

- 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 and mission
- Sound understanding of good governance of charities.

## Tenure

The Treasurer will be appointed until the 2025 Annual General Meeting in the first instance, with option for an extension for an additional 2 terms (of 3 years).

## Terms and Conditions of Service

### **Policies and Procedures**

The postholder is required to familiarise themselves with all Foundation policies and procedures and always comply with these.

### **Confidentiality and Data Protection**

Trustees must maintain the confidentiality of information about staff and other Foundation business and always meet the requirements of the Data Protection Act (1998). Trustees must always comply with all information and data protection policies.

### **Health and Safety**

Trustees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must always follow these in full, including ensuring that they always act in line with all agreed procedures in order to maintain a safe environment for, visitors and colleagues.

### **Use of Technology**

Trustees should expect to use automated information systems in their work to improve efficiencies and quality of service provision and to enable faster and more certain communication.

### **No Smoking Policy**

The Foundation operates a no-smoking policy. This applies to all Trustees, staff and visitors. It is a condition of employment for staff that they do not smoke whilst in the workplace.

Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective Trustees should be aware of this.