

FLORENCE NIGHTINGALE FOUNDATION



Recruitment Pack – Trustees (Board Directors)

Letter from the CEO and Chair of the Board

Dear Applicant,

Thank you for expressing an interest in applying for a Trustee position at the Florence Nightingale Foundation (FNF).

The Florence Nightingale Foundation is a thriving UK and global charity, now in its 90th year. 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.

We are particularly looking for candidates with robust experience, expertise and a successful track record in any of the following domains:

- Digital transformation and technology based solutions
- Business transformation
- Fundraising
- Marketing
- Law in the context of the corporate, employment or not for profit sectors

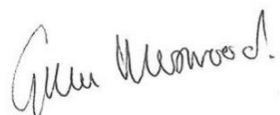
The role will require you to use your experience and expertise when:

- Working alongside other Trustees as an equal member of the Board
- Providing advice, practical input and support to the Executive team
- Contributing objectivity, external perspectives and personal skills to strategy development
- Providing purposeful, constructive scrutiny and challenge
- Actively supporting diversity and a healthy, values driven culture for the charity

In return FNF offers our Trustees networking and engagement 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 Foundation 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, [Messenger & Pollard 2022](#) recommended targeted and systematic investment. It asserted that strong clinical leadership is central to influencing the culture and behaviour of teams and that leadership development opportunities should be available throughout all levels of a health care organisation. Inclusive and collaborative leadership should be embedded to promote a culture of respect and improve quality of care and health outcomes. This is the fundamental basis of our work.

All our alumni 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 learning and development for the thousands of nurses and midwives working in their organisations.

The Foundation has a great brand and 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 our sustainability, with enhanced processes and infrastructure to ensure continued growth and impact.

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 continue to focus on 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.

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.

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 30 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.

The Florence Nightingale Foundation is registered 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).

Role Description

Position:	Trustee (Board Director)
Reports to:	Chair of the Board of Directors
Location:	London
Remuneration:	The role of Trustee is not accompanied by any financial remuneration, although expenses for travel may be claimed
Time Commitment:	Four Board meetings per year, Annual General Meeting and Extraordinary general Meeting as and when required. Attendance at quarterly meetings if appointed to a Board Committee. Attendance at the annual commemoration service. Attendance at the annual presentation of Scholar Certificates. Trustees are expected to commit a minimum of twelve full days a year to the work of the Foundation, including attending meetings, reviewing papers, responding to requests for support from staff, leading on project development and networking.

Objective

The members of the Board of Directors agree and oversee the strategic direction and priorities of the charity. They have a legal duty to govern the charity to ensure it achieves its charitable objects and, in doing so, to act reasonably, prudently and selflessly in accordance with legal and regulatory guidelines. The Board of Directors will aim to have the best balance of skills, knowledge, expertise and experience to help the Foundation to achieve its purpose.

Principle Areas of Responsibility

Responsibilities

- Be aware of and discharge the responsibilities of a Charitable Trustee and a Director of a Company limited by guarantee.
- Contribute to setting strategic targets and monitoring performance to ensure consistency with the values of the Foundation and to meet its charitable objectives.
- Ensure that the Foundation takes appropriate steps, including fundraising, to secure necessary resources both financial and human to meet its charitable objects.
- Exercise oversight of the finances and governance of the organisation.
- Review the strategic direction and future succession planning to ensure that the Foundation responds to changing health care needs.
- Ensure the Foundation's strategy and policies reflect and promote diversity and inclusion.
- Advocate for and support initiatives that ensure nurses and midwives from diverse backgrounds can access FNF's programmes, to reflect the diverse communities they serve.
- Work with the Board and FNF team to create a compassionate and inclusive environment, encouraging diverse perspectives to contribute to innovation and ideas.
- Ensure that the Foundation prioritises people engagement, leading by example with a focus on collaboration and inclusivity, ensuring all voices are heard and valued.

Governance

- 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.
- Work within all agreed policies adopted by the Charity.

External Relations

- To act as a figurehead and take on public speaking/press engagements as an ambassador for the charity as appropriate.
- To be involved, when required, in the selection of scholars and providing support with fundraising initiatives.
- To safeguard the good name, reputation and values of the Foundation and act as Ambassadors of the Charity.

Relationship with the Honorary Officers and Chief Executive

- Establish and build a strong, effective and a constructive working relationship with the Honorary Officers and Chief Executive, ensuring they are held to account for achieving agreed strategic objectives.
- Provide non-executive support and constructive advice to the CEO and the Executive Team.
- Liaise with the Chief Executive to maintain an overview of the Charity's affairs, providing support as necessary.

Additional Information

The above list is indicative only and not exhaustive. The Trustee 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 and contribute to the long-term sustainability of FNF.
- Sound, independent judgement and the ability to challenge constructively.
- A team player.
- The intellectual capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues.
- 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.
- A 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.
- Eligible to be appointed as a Director on FNF's Companies House registration.

Experience, Knowledge, and Skills

Experience

Robust experience and expertise in the following domains are required to strengthen our current Board:

- Digital transformation and technology based solutions
- Business transformation
- Fundraising
- Marketing
- Law in the context of the corporate, employment or not for profit sectors

Knowledge and Skills

- Knowledge of the charitable objects, mission and priorities of the Foundation and a willingness to engage with and commit to them.
- Knowledge of the Foundation and its work and commitment to its ethos.
- Sound understanding of Good Governance of Charities.
- Sound understanding of budgets and organisational finances.
- Well developed relationship skills to support interactions with a wide range of stakeholders.

Tenure

Trustees will be appointed until the 2025 Annual General Meeting in the first instance, with the option for 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.