

Alopecia UK Recruitment Pack

Trustee



About Alopecia UK

Alopecia UK is a charity working to improve the lives of those affected by alopecia through aims of Support, Awareness and Research. Founded in 2004, we work to help adults, young people and children affected by alopecia. This includes those with the condition, as well as their loved ones. We are a small charity working nationally across the UK. Despite being small, we are the largest alopecia charity in the UK and have big ambitions to continue our growth and development, reaching more people and funding more research than ever before.

We have a fantastic staff team and board of Trustees, as well as a loyal network of volunteers and supporters. This is a fantastic opportunity for a passionate and innovative applicant to support a small yet dynamic charity, and make a lasting difference to the lives of those affected by alopecia.

Alopecia UK Trustee Board

Our Board of Trustees is responsible for the overall strategic direction of Alopecia UK. They represent a wide range of expertise from across finance, healthcare, communications, management and risk; in both private and public sectors.

The Trustee Board meets 4 times a year (two face-to-face meetings and two virtual meetings). Face-to-face meetings tend to be held on Saturdays from approximately 11am-4pm. Virtual meetings tend to be held midweek from approximately 6.30-8.30pm.

Trustees are encouraged to participate in charity campaigns and attend flagship events e.g. our Big Weekend and Alton Towers trip.

Trustees serve for a period of three years, with some trustees serving for more than one term.

This is a volunteer position. Out-of-pocket expenses are payable.

Role description: Trustee of Alopecia UK

The duties of a Trustee are as follows:

- Ensuring that the organisation pursues its stated objects.
- Ensuring that the charity complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- Ensuring that the charity applies its resources exclusively in pursuit of its charitable objects.
- Ensuring that the charity defines its goals and evaluates performance against agreed targets.
- Safeguarding the good name and values of the charity.
- Ensuring the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensuring the financial stability of the charity.
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds.
- Following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the staff team.

In addition to the above statutory duties, each Trustee should use any specific skills, knowledge or experience they have to help the board of Trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the Trustee has special expertise.

Please refer to the [Charity Commission guidance on good practice of charity meetings](#), also to [Alopecia UK's Charity Commission records](#). You can also read [Alopecia UK's 2021-2024 strategy](#).

Person specification

Requirements for the role:

- A commitment to the charity's mission to improve the lives of those affected by alopecia.
- A willingness to devote the necessary time and effort.
- Strategic vision with an ability to think creatively and generate ideas.
- Good, independent judgement.
- The confidence to challenge, question and speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- A commitment to [Nolan's seven principles of public life](#): selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to work collaboratively and establish credibility with the Charity's trustees.

Additional desirable skills:

- Charity experience/understanding of charity sector
- Legal background (compliance, data protection, HR etc)
- Fundraising experience
- Digital leadership skills
- Medical/clinical background

Your Application

Please email your CV and a supporting statement in PDF format to emma.hickinbotham@alopecia.org.uk

If you would like an informal discussion about the role and what's involved before submitting your CV, one of the current trustees would be very happy to talk to you. Please email with your details and we will get back to you.

Interview dates: To be confirmed.

All interviews will be held over Zoom.

Supporting Statement

We would love to understand more about you and your reasons for wanting to join the board of trustees at Alopecia UK and this information will be key for us in shortlisting. Within your supporting statement please comment on:

- Why you want to support the work of Alopecia UK as a trustee
- How you meet the person specification
- What you feel you would bring in terms of experience, skillset, and knowledge base
- Any knowledge/experience you have of Alopecia UK and whether you have been involved in the charity's work in the past (not essential)

Your statement should not exceed 1,000 words.

What is Alopecia?

Alopecia simply means hair loss. There are many types of alopecia, and the charity supports people with all types of alopecia, because the psychological impact can be the same, regardless of cause or type. The majority of people who contact Alopecia UK have Alopecia Areata, which is understood to be an autoimmune condition. Alopecia Areata typically appears as patches on the scalp and/or beard. It sometimes progresses to Alopecia Totalis (total hair loss on the scalp), or Alopecia Universalis (total loss of hair from scalp, eyebrows, eyelashes and body). This dramatic change in appearance, while not life threatening, is certainly life changing. Altered feelings around identity and sense of self can impact on confidence and self-esteem, resulting in psychological challenges being presented in many everyday life situations. **What does Alopecia UK do?**

Support – we facilitate peer support through our UK-wide support group network, online peer support platforms, national and regional events, and one-to-one support given to individuals via phone and emails. We also maintain a website full of information, advice and support.

Awareness – we educate the general public about alopecia through social media, advice packs, events, our website and podcast. We support various TV, radio, newspaper and magazine (both print and digital) media articles. We also advocate for the alopecia community amongst healthcare professionals and peer charities, with a view to improving the patient experience.

Research – we distribute research grants and lead our own research, with the support of our Research Committee and Lay Research Panel. We also support various research projects by helping to recruit participants for them. We build awareness of alopecia research within the general public, the alopecia community and the medical community.

Alopecia UK Staff Team

Following 10 years of being entirely volunteer-led, Alopecia UK moved towards having paid staff resource in 2014, eventually culminating in the Charity's first full-time employees in 2016. The Charity opened its first office in the same year. We now have six employed staff, led by our Chief Executive Officer Sue Schilling. Our staff are skilled, enthusiastic, and passionate about delivering the Charity's aims.

While we have a small paid staff team, we have a larger overall team, as we utilise a lot of volunteer help in order for the Charity to provide the range of services that it does.