

# Independent Trustee Candidate Information Pack

## Welcome from Professor Alison Machin, Chair

Dear Candidate,

I'm delighted that you have expressed an interest in applying for the role of Trustee for the Council of Deans of Health. I hope this information pack gives you the knowledge you need to understand the role requirements and what undertaking the role would involve. You can find more information [about us on our website](#).

The Council of Deans of Health is a membership organisation and charity representing over 100 UK universities and colleges engaged in education and research for nursing, midwifery, and the allied health professions. At any one time, our members educate around 200,000 current and future professionals and carry out research that improves the population's health and wellbeing.

Our Board of Trustees is responsible for oversight of the administration and management of the Council, which is led by the CEO who is accountable to the Board. This includes setting and monitoring the implementation of the Council's strategy and ensuring its financial sustainability and its compliance with legal requirements. The Board of Trustees will play an important role in taking forward the Council's strategy, overseeing the continued growth of the Council and ensuring its financial sustainability. The Board comprises a mix of Member Trustees drawn from across our member universities and colleges, and Independent Trustees, with experience and skills from other sectors and organisations.

We are looking for a new Independent Trustee with a range of skills and different life experiences gained from outside our membership of universities and colleges delivering health education to join our energetic board. The successful candidate will need to demonstrate knowledge and experience in charity governance.

If this is a role that interests you, we would very much like to receive your application. You can find all the details on how to apply further along in this brief.

Yours sincerely,

Professor Alison Machin

Chair, Council of Deans of Health

## About the Council of Deans of Health

The Council represents over 100 UK universities engaged in education and research for nursing, midwifery, and the allied health professions. At any one time, our members will educate around 200,000 current and future professionals and will carry out research that improves the population's health and wellbeing.

Operating as a multi-professional organisation at the heart of policy and political debate, we aim to lead policy at national and UK level, promoting the essential contribution of our members to health and social care.

Our members are based in England, Northern Ireland, Scotland, Wales, the Channel Islands and Gibraltar. We operate as a charity, registered across the UK.

We are committed to working in partnership, strengthening membership engagement and intelligence gathering to influence policy UK-wide for high quality education and research.

### Our Vision

Our vision is for a thriving health education and research sector delivering a high-quality nursing, midwifery and allied health professional workforce.

### Our Mission

Our mission is to be the collective voice of nursing, midwifery and allied health professions in education and research, positively influencing and impacting policy.

### Our Values

- Inclusion
- Impact
- Collaboration
- Integrity

### Our Strategic Aims

- Supporting members
- Building Community
- Driving system change in health education

Our new [Strategy 2030](#) runs from 2025-2030.

### Our Strategic Enablers

To deliver our aims, we rely on three cross-cutting enablers which form the foundation of our strategy, ensuring we can deliver on our commitments effectively and responsibly:

- **Championing inclusion in our policy and practice:** Embedding equity, diversity, and inclusion in all we do - from policy development to member engagement.
- **Working in partnership to leverage our impact:** Collaborating with stakeholders across health, education, and government to amplify our voice and impact.

- **Maintaining Effective & sustainable operations:** Ensuring financial, environmental, and operational sustainability, while maintaining strong governance and stewardship.

### Our key policy building blocks

To deliver on our vision for a resilient, innovative, and future-ready healthcare education sector, we have identified a set of key policy issues upon which our engagement with stakeholders across government, funding and regulation will be built. These priorities reflect the essential conditions needed to support high-quality education and research, meet workforce demands, and ensure the long-term sustainability of the academic healthcare community.

<b>Financial viability for health education</b>	<b>Collaboration across tertiary education to support access to health careers</b>	<b>A proportionate and enabling regulatory regime for health education</b>	<b>A high-quality learning experience for all health care students</b>
<b>Innovation in Teaching and Learning to address changing healthcare practice</b>	<b>A more integrated approach to health and social care in health professional education</b>	<b>Responsible use of artificial intelligence and simulation in teaching and research</b>	<b>Joined up health and education policy at all levels</b>
<b>Increased student numbers to meet workforce needs</b>	<b>A sustainable academic educator workforce</b>	<b>Sufficient placement capacity, diversity and quality</b>	<b>Increased Research and Knowledge Exchange capacity and capability</b>

## Governance

### Membership

The Council of Deans of Health is made up of over 100 university and further education faculties in the UK engaged in education and research for nursing, midwifery and the allied health professions, along with associate members in the Channel Islands, Isle of Man and Gibraltar.

Each member organisation has two representatives, who are senior staff with strategic responsibilities for nursing, midwifery, and/or allied health professions. Normally the representatives are at dean or head of school (or equivalent) level, but a number of our members also have more senior university roles, such as pro-vice-chancellor.

### Governance

The Council's governance is provided by a [Board of Trustees](#) comprising six independent trustees, six trustees drawn from the Council's membership, and the Chair. The Board has one formal sub-committee, the [Nominations and Remuneration Committee](#).

Last year we undertook an externally led governance effectiveness review to ensure that the governance structure and processes are fit for purpose.

## Job description and person specification of the trustee

### Main purpose of the role

The Board of Trustees is responsible for oversight of the administration and management of the Council, which is led by the CEO who is accountable to the Board. This includes setting and monitoring the implementation of the Council's strategy, and ensuring its financial sustainability and its compliance with legal requirements.

Trustees must always act in the best interests of the Council and take decisions collectively that they believe will best advance the Council's charitable purposes.

The Board of Trustees plays an important role in monitoring and reviewing of the Council's strategy, overseeing the continued growth of the Council, ensuring its financial sustainability, and avoiding exposing the charity's assets, beneficiaries or reputation to undue risk.

### Role and support in the organisation

Accountable to: The Chair of the Board of Trustees, other Trustees and the membership as a whole.

Liaises with: Other trustees, the Chair of the Board, the Council's senior staff team, committees and standing groups, members and wider stakeholders as required.

Works within a team of: The Board of Trustees of the Council.

Remuneration: The role is voluntary (expenses paid in line with the Council's expenses policy).

### Key responsibilities

As part of their shared responsibility trustees are required to:

- Contribute to the overall strategic direction of the Council, including assurance that the Council's strategy is being delivered, overseeing the development and implementation of an annual corporate plan to deliver that strategy and management of risk.
- Ensure the Council complies with its governing document (its Articles of Association), company law, charity law and any other relevant legislation or regulations.
- Be satisfied that the Council is acting in furtherance of its objects when making decisions and that those decisions are taken in the best interests of the Council.
- Oversee the Council's financial management with the overall aim of achieving financial sustainability.
- Safeguard the organisation and advise on diversification of income to support the Council's development.
- Engage as required with the Council's members, standing groups and other stakeholders, including groups from the four nations of the United Kingdom.
- Support and uphold principles of good governance including regular attendance at meetings during which valid contributions and constructive challenge are provided.

- Engage and contribute to any of the Council's committees of the Board and other groups and bodies as required.
- Work effectively and collaboratively with the Chair and other Board members in providing support and effective scrutiny to the Council's senior staff team.

### **General qualities and experience required of the trustee**

The trustees of the Council are expected to:

- Demonstrate a commitment to understanding the Council's business, the sector context and wider policy issues across the four nations of the UK.
- Act as an ambassador for the Council.
- Demonstrate excellent communication skills and an enabling, inclusive approach.
- Recognise the importance of good governance in a significant not for profit charitable entity.
- Think strategically and use their judgement to offer advice, guidance, support and constructive challenge to oversee the effective delivery of the Council's strategic objectives.
- Have a track record of collaborative working in an organisation with a wide range of internal and external stakeholders.
- Ideally, have experience at senior management or board level in other organisations and preferably some experience of charity governance in the education/higher education sector.

Evidence of these qualities and experience will be sought through either the application, formal interview or both. As well as demonstrating that candidates possess the qualities set out above, the Board will take into consideration the overall skills mix on the Board and seeks to create a Board with a range of experience and perspectives, as well as a strong collaborative ethos.

We are recruiting for one Independent Trustee who will be selected on the basis of their skills and experience, including having reasonable knowledge of the UK-wide context within which the Council operates and having regard to our commitment to promote diversity.

### **Eligibility**

Independent trustees should **not** be an employee of a [Council of Deans of Health member organisation](#).

## **Appointment and timescales**

Applications for the role will be assessed by the Council's Nominations and Remuneration Committee against this role description and the wider skills mix of the board. The recommended candidate for the trustee role will be presented to the Board to make the appointment. The successful candidate will be appointed by the Board to take up office from 1 August 2026.

Trustees will be appointed for an initial three-year term and may be re-appointed or re-elected (as applicable) at the end of that term, subject to a maximum term in office of not more than nine consecutive years.

A trustee may be removed from office prior to the end of his or her term under the conditions set out in the Council's Articles of Association.

## Statement on diversity

We are looking for people who can act as advocates for the Council of Deans of Health and who will be committed to our vision, mission and approach. Our approach to diversity supports everything else we are committed to do and we expect all our Board members to demonstrate a personal commitment to diversity. We are an equal opportunities employer.

We are looking to increase the diversity of our Board as we aspire to be more representative of our colleagues and the people we serve. We also know that people from different backgrounds bring perspectives and skills that create fresh ideas, thinking and approaches which make the way work is undertaken more effective and efficient.

## Location, time commitment and expenses

**Location:** Attendance at 4 board meetings (mainly online but with 1-2 in London) each year, and attendance at the Board strategy day.

You may also be required to attend the Council’s annual general meeting and any other general meetings. There may also be additional requirements upon appointment and periodically thereafter for training days in the Council’s office in central London. There will be a full induction as part of the onboarding process.

**Remuneration:** This is a voluntary unpaid role. Reasonable travel and accommodation expenses will be reimbursed in line with the Council’s travel and subsistence policy or can be booked and paid for in advance by the Council on behalf of trustees.

## Timeline, application process and how to apply

### Timeline

Dates	Activity
Friday 22 May 2026 4pm	Applications close
w/c 8 June 2026	Candidates notified
15/16 June 2026	Council of Deans of Health interviews

### How to Apply

To apply for this position, please complete the steps below, emailing your documentation to [admin@cod-health.ac.uk](mailto:admin@cod-health.ac.uk)

1. Your CV in PDF format only.
2. A covering letter containing:

- A personal statement which fully addresses the criteria listed in the role and responsibilities section.
- Answers to the following questions, illustrating your responses with examples or evidence from your own life experiences – these could be from your working, volunteering, community, or personal life:
  - Why are you interested in joining the Council of Deans of Health Board specifically? (300 words)
  - What knowledge, skills and experience have you gained in your life that you would bring to our Board? (500 words)
  - How would you make a difference to Council of Deans of Health? (200 words)
- Your availability for the time commitment required.
- Confirmation that you are not disqualified under the Charities Act.

If you would like a call with Ed Hughes, CEO to discuss the role in more detail, please email [amna.uppal@cod-health.ac.uk](mailto:amna.uppal@cod-health.ac.uk) to arrange a convenient time. This call will need to take place by 15 May; we encourage you to book this call as soon as possible. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

We will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities sections and Person Specification and the people who best meet these will be invited for interview with the recruitment panel. These will be held online.

Those candidates not invited to interview will be advised by email. All candidates will be informed of the outcome following the conclusion of the recruitment process.