



ShelterBox



VOLUNTEER TRUSTEE

RECRUITMENT PACK

WELCOME TO SHELTERBOX

In June 2023, the UN announced that more than 110 million people have been displaced by conflict or disaster around the world.

Shelter is more vital than ever, giving those made homeless their first foothold on the path to recovery. Emergency shelter is a critical part of efforts towards prevention, mitigation, and recovery from crises. As emergency shelter experts, we have had an important part to play in humanitarian responses providing our aid at speed and with relevance to the needs of affected communities.

In 2023 and going forward, our experience with partners worldwide, combined with our storage of shelter materials in multiple locations globally, means we have been able to continue to provide shelter to disaster-affected families. In fact, through our commitment and determination to support the people who need us, we supported the greatest number of people in our history in 2022, enabled by record breaking income figures globally and we have ambitious plans to continue to grow the number of people we support.

We are looking for three passionate, committed individuals to join our team of Trustees who provide exceptional governance of the work that the ShelterBox Executive Team lead to deliver our ambitious five-year strategy. It's an exciting time to join us as we grow at a substantial pace in the face of significant unmet needs.

ShelterBox delivers aid to families devastated by disaster, giving them safe shelter and the tools to rebuild their community. We believe in a world where no one is left without shelter.

JAMES SINCLAIR TAYLOR
Chair of the ShelterBox
Trust Board





ABOUT SHELTERBOX

Here at ShelterBox, we have a shared purpose – no one without shelter after disaster. When homes are torn apart and lives destroyed, we'll be there.

ShelterBox provides emergency shelter and aid essentials at times of disaster, conflict and climate crisis. Because shelter is the foundation for life. A foundation for survival, stability and dignity. Enabling people to take steps towards recovery.

We started over 20 years ago with our iconic green shelter boxes. Today, we do much more beyond the box.

We listen, so we can create innovative and tailored support. We provide the vital tools people need to build,

repair or return home. And we share our expertise with those affected, championing local partnerships and environmental sustainability.

We are fortunate to have the help of an amazing network of global affiliates, partners like Rotary International, supporters worldwide, and an incredible team of dedicated volunteers and staff.

Our team is the foundation of ShelterBox. They create the framework in which we are able to transform lives. You would be joining ShelterBox at an exciting time, helping us to continue to maximise both our reach and the impact of our work. Our team is full of positive, people focused individuals with a real passion for our cause.

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OUR VALUES

Our values run through everything we do. They are the principles that guide how we approach our work with the people we support, our volunteers and our staff.

PARTICIPATION

We put people and their needs at the heart of what we do. We work together with people affected by disaster, our volunteers, partners and supporters. We support each other. We are inclusive.

LEARNING

We champion continuous growth and development. We are driven to keep improving and exploring what we could do differently. We ask ourselves how we can be better for the people we serve, our volunteers and supporters, and each other.

INTEGRITY

We commit to the highest ethical standards and strive to be honest, straightforward and fair. We hold ourselves accountable for doing the very best we can for those affected by disaster and for each other.

FLEXIBILITY

We adapt and overcome challenges to achieve shared goals. We approach our work with an open mind and the willingness to find the right solution.

THE OPPORTUNITY

SHELTERBOX IS LOOKING TO RECRUIT 2 NEW TRUSTEES TO JOIN OUR BOARD.

Over the last four years, ShelterBox has seen uninterrupted growth, reaching a record breaking income figure of £22million in 2022.

Historically, the organisation's financial resources have surged in line with high profile disasters and public response. Therefore, it is vital that we continue to build strategies that focus on developing predictable funding growth and ensure we have a sustainable and diverse income profile globally.

As a global organisation, we are seeking applications from across the world, particularly from the global south and from individuals with protected characteristics. We are especially actively seeking applications from people who may be typically excluded or are underrepresented or absent from

boards and charity governance. This is a fantastic opportunity to use your skills and experience – including lived experience – to support ShelterBox to deliver its strategic goals.

You will be part of a global team working to ensure that no one is without shelter after disaster. Our values run through everything we do. They are the principles that guide how we approach our work with the people we support, our volunteers and our staff.

ROLE DESCRIPTION

Position Type: Voluntary - The position of Trustee is unpaid. However, all reasonable out-of-pocket expenses incurred on charity business will be reimbursed in line with our Volunteer Expenses Policy.

Time Commitment: Around ten days per year

The Board meets four times a year. Two of these meetings are in London or Truro (Cornwall) and two of the meetings are online. Trustees are also encouraged to be a member of one of three committees which meet quarterly for two hours online via Microsoft Teams. There is also an annual two-day Board retreat, which is held in person and is combined with a Board meeting.

Attendance: In person and online

Trustees may also be invited to attend occasional fundraising or networking events.

Term of Appointment: Trustees are appointed for a three-year term, which may be renewed at the end of the term. Trustees cannot serve more than three terms (nine years).

Responsible to: Chair of Trustees

ROLE PURPOSE:

Trustees are responsible under the governing documents of ShelterBox for the governance of the charity. Management and administration are delegated to the CEO and staff of the organisation.

WHAT WE ARE LOOKING FOR?

We are looking for people who are as passionate and committed as us to ensuring no one is without shelter after disaster. In an increasingly complex world, more and more families are in desperate need of emergency shelter.

We must do more. We want people to join us in taking on that challenge.

Trustees are responsible under the governing documents of ShelterBox for the governance of the charity. Management and administration are delegated to the CEO and staff of the organisation.

We would especially like to hear from you if you have experience in fundraising and communications, Board experience, experience working in humanitarian aid, risk management, governance, working with or as a volunteer, or HR and People management.

KEY RESPONSIBILITIES

As a member of the Board:

To ensure that ShelterBox is beneficiary led in our decision-making processes.

To agree and regularly monitor ShelterBox's strategic direction, ensuring that the strategy will deliver on the organisation's charitable aims and objectives.

To ensure that ShelterBox functions within the legal, charitable and financial requirements set by statutory and regulatory authorities and that it strives to identify and achieve best practice in the management of these areas.

To ensure the effective and efficient administration of ShelterBox by defining goals and evaluating performance against agreed targets.

To act in the best interests of ShelterBox as a whole and to put the interests of ShelterBox before those of any other organisation or person.

To identify areas for improvement and opportunities to maximise our performance, particularly in relation to the effective support, development and deployment of our people.

As a Trustee:

To help the Board of Trustees reach sound decisions. This will include the scrutiny of proposals, leading and initiating discussions, providing advice or guidance on new initiatives and utilising any specialist expertise and experience.

To chair and/or attend bodies given delegated authority by the Board.

To participate in Trustee and Chair appraisal processes, including giving and receiving feedback and conducting Trustee exit interviews.

To adhere to the principles and processes set out in the ShelterBox Governance Manual.

To safeguard the good name and of the organisation and actively demonstrate adherence to ShelterBox's values.

ESSENTIAL EXPERIENCE AND QUALITIES

To ensure the Board has the breadth and depth of expertise it needs to fulfil its governance and oversight role, we would particularly like to strengthen our fundraising and humanitarian expertise on the Board. We would highly value applicants with experience of strategic fundraising and driving income growth in an international non-government organisation. We would also highly value applicants who have worked in the humanitarian sector and have experience of programme and operational delivery.

Experience working at a strategic level in not-for-profit organisations, business, government or trade unions.

The ability to exercise sound and independent judgement while working effectively as a member of a team.

A demonstrable understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship and an appreciation of the personal implications.

The specific skills and experience that are required by the Board to ensure it has the breadth and depth of expertise it needs to fulfil its governance and oversight role.

DESIRABLE EXPERIENCE AND QUALITIES THAT WE WOULD CONSIDER:

Understanding of equity, diversity and inclusion and an ability to bring diverse perspectives to the Board.

Experience in leading programmatic planning and the delivery of humanitarian aid.

Experience of working in a senior fundraising role ideally with international NGO experience, with strong experience and understanding of income growth at strategic and operational levels.

Experience of working with different fundraising disciplines, such as: philanthropy and partnerships, legacy marketing, individual giving (retention and acquisition), community engagement, international market growth and/or high value donors and institutions.

Awareness of charity law, fundraising best practice (including The Code of Fundraising Practice), and risk management.

An understanding of service delivery, operations, HR and finance

Knowledge of management and workforce planning in a high paced responsive organisation in the humanitarian, public or third sector.

OTHER INFORMATION

All trustees are required to act reasonably and prudently in all matters relating to ShelterBox. Trustees are required to undertake a full Disclosure Barring Service check, to sign ShelterBox's Code of Conduct and to declare potential conflicts of interest on an ongoing basis.

There are rules which disqualify certain people from being a trustee of a charity. It is an offence to act as a charity trustee while disqualified unless the Charity Commission has given a waiver under section 72(4) of the Charities Act 1993.

HOW TO APPLY

If you think you have the right skills and attributes to help us deliver our ambitious strategy, then please apply by submitting a two-page cover letter on why you would be a good fit for this role and your CV to HR@shelterbox.org.

Closing date: **13th September 2024**.



ShelterBox
Falcon House, Charles Street,
Truro, TR1 2PH, UK

+44 (0)1872 302600
hello@shelterbox.org
shelterbox.org