



the brain injury association



improving life after brain injury

Trustee recruitment pack: Honorary Treasurer

A welcome from the Chief Executive

Firstly, thank you for your interest in supporting Headway – the brain injury association (charity no. 1025852), otherwise known as Headway UK.

This empowering charity has for more than 40 years been improving the lives of individuals and families affected by brain injury.

Whether it is providing a listening ear or expert guidance via our nurse-led helpline; increasing the confidence of brain injury survivors to become more independent with the safety net provided by our bespoke identity card scheme; or supporting a UK-wide network of independent local Headway charities and volunteer-led branches, the work we do changes lives.

Two years ago, I was invited to lead the charity into a new era. Having been employed by Headway UK in various roles, including Deputy Chief Executive, since 2007, the board felt I was ideally placed to lead the modernisation of the charity's operations and culture, supported by a new senior leadership team.

This exciting opportunity to evolve the charity was only made possible by the sound stewardship of a dedicated and committed board of trustees.

We've already making good progress with the recent launch of our new long-term strategy and the charity's first set of organisational values.

As we move forward in the deliverance of the strategy and implementation of a bold new reserves policy that will fund investment in new services, the board's support, challenge and input will be crucial.

Having received exceptional support from the outgoing Honorary Treasurer and all trustees in my Headway career to date, I thank you for your interest in this role and look forward to potentially working you as our new Honorary Treasurer as we continue to evolve this fabulous charity.

Luke Griggs
Chief Executive



A note from the Honorary Treasurer

During my time as Honorary Treasurer for Headway UK, I have had the privilege of witnessing and influencing the remarkable impact the charity has on the lives of individuals and families affected by brain injury.

Serving as Honorary Treasurer of Headway UK for the past 22 years has been an incredibly fulfilling experience, but it is now time for me to retire from the board of trustees.

As Headway UK enters an exciting new phase of its development, the time has come for me to pass the baton to a new Honorary Treasurer who will bring fresh ideas and expertise to this critical role. The charity is in a strong financial position, with promising opportunities ahead, and I am confident that my successor will find this role as gratifying as I have.

Over the past two decades, I have worked with the board of trustees to guide the charity's financial strategy and governance, supporting its growth and long-term sustainability. It has been both rewarding and inspiring to contribute to Headway's mission, knowing that our work helps individuals rebuild their lives after brain injury.

If you have the passion for making a difference and the financial acumen to guide Headway UK through its next chapter, I encourage you to consider this hugely rewarding opportunity.

Colin Reeves
Honorary Treasurer



About Headway UK

Every 90 seconds, someone in the UK is admitted to hospital with an acquired brain injury (ABI). That's approximately 350,000 people each year.



We all think 'it will never happen to me', but the reality is that a brain injury can affect anyone, at any time and can change the lives of individuals and families in an instant.

At Headway UK, we exist to help people to rebuild their lives, relearn lost skills and maximise their independence after brain injury. Equally, we support families and carers to adapt to life after brain injury.

We also campaign to reduce the occurrence of preventable brain injury, while working to increase understanding of its effects and impact among the public and professionals alike.

By working with and supporting our network partners, we are able to support survivors and families from the moment brain injury strikes.

We do this in a number of ways:



Support a network of independent local Headway charities and volunteer-led branches operating across the UK that provide rehabilitation, reablement and peer support services to survivors, families and carers in their communities.

We also facilitate weekly peer support, social and information sharing services for ABI survivors, their carers and families across 12 communities in Northern Ireland.



Our nurse-led freephone helpline provides a vital listening and signposting service to brain injury survivors, families, carers and professionals.



Our Emergency Fund helps families cope with the sudden financial implications of brain injury, for example by providing small grants to assist with travel or accommodation to visit loved ones in critical care.



The Approved Provider scheme and Solicitors Directory are trusted directories, providing survivors and their families with lists of accredited residential care providers and personal injury lawyers with expertise in brain injury.



The [Headway UK website](#) is one of the most comprehensive sources of information available about brain injury and is often the first source of support for individuals and families affected.

Additional Headway websites, such as [I'm calling about Chris](#), which is a free resource to help keep family and friends updated on a loved one's condition in the immediate aftermath of brain injury, the [Headway HealthUnlocked community forum](#), and our dedicated in memory tribute site offer more tailored support.



Award-winning booklets and factsheets which are free to download from the Headway UK website, provide comprehensive and accessible information about all aspects of brain injury, with publications aimed at survivors, family and friends, carers and professionals.



Campaigning and lobbying in the national press and various parliaments across the UK to raise awareness of brain injury among the public and politicians alike. We aim to reduce the prevalence of brain injury and push for high-quality support services to be made available to anyone and everyone affected.



Training courses to help improve understanding and awareness of brain injury among professionals working directly with those affected. We also run courses for survivors and families to help them adapt to life after brain injury.



Brain Injury Identity Cards, which help survivors to explain their support needs, whether in everyday scenarios, such as while shopping, or if they come into contact with the criminal justice system.



Our Justice Programme improves the support available to survivors who come into contact with the criminal justice system. We provide training to probation officers, the police and other related professionals to help them better understand the often hidden effects of brain injury.

Our vision

Our vision is of a society in which:

- every individual and family affected by brain injury has fair and equitable access to all the support they need to lead a positive, fulfilling life;
- understanding and awareness of brain injury is prevalent in all walks of life; and
- there exists a shared commitment to eliminate avoidable brain injury or otherwise minimise its impact.

Our mission

We will drive change across society by:

- ensuring equitable access to high-quality brain injury services, support and information;
- increasing awareness and understanding of brain injury across society; and
- campaigning to reduce occurrence and the impact of brain injury.

Our objectives

- To increase awareness and understanding of brain injury and its consequences.
- To initiate activities and campaigns which will reduce the incidence of brain injury.
- To provide information and support for people with brain injuries, their relatives, carers and concerned professional people.
- To promote improved approaches to brain injury screening, acute care, assessment, rehabilitation and community reintegration.
- To assist people with brain injuries to return to community living, including access to appropriate accommodation, social outlets and productive activity.
- To support and help to establish Headway Groups throughout the UK in furtherance of the charity's mission statement and encourage them to address the needs of all sections of the community.

Our values

Our values



Devised in 2023 by staff and trustees, these values underpin everything we do and how we act – as individuals and as a charity:

We collaborate.

We believe in the power of working together to amplify our impact, collaborating with colleagues and partners who share our mission to improve life after brain injury.



We are bold.

We are unafraid to challenge the status quo to drive innovation and improvement, enabling us to make a meaningful difference in the lives of those affected by brain injury.



We care.

Compassion and empathy are at the heart of everything we do and integral to the support we provide to those affected by brain injury. This compassion extends to our staff, volunteers, supporters and partners.



We celebrate diversity.

And actively embrace inclusivity. Every individual, regardless of background or circumstance, is valued and included in our mission to improve the lives of those affected by brain injury.



We give you a voice.

We give a voice to those affected by brain injury by putting the lived experience at the heart of everything we do. We want everyone who shares our mission to improve life after brain injury to feel valued and heard.



Our new long-term strategy

On 1 August 2024, we launched a new five-year strategy focused on rebuilding lives, relearning skills, and maximizing independence for brain injury survivors as well as supporting families and carers.

The strategy, which followed the most comprehensive consultation exercise conducted by the charity, has at its heart the voices and opinions of brain injury survivors, families and carers.

To view our accessible animation introducing the new strategy, click on the play button in the image below:



About our people

Headway UK has grown over the years and now employs approximately 170 staff and operates across the UK. Two thirds of our colleagues work in our 28 retail shops with the remaining staff working to deliver our frontline services or support the general operations of the charity.

We also have hundreds of dedicated and passionate volunteers, we would simply not be able to achieve all that we do to improve life after brain injury.

About the role

The Honorary Treasurer plays a key role on the board of trustees, ensuring sound financial management and oversight of the charity's resources in line with its mission, vision, and legal requirements.

The Treasurer works closely with the Chair, CEO, Director of Finance and Administration and the board to maintain financial stability and sustainability while supporting strategic decision-making.

As the charity undergoes a period of modernisation following an independent governance review, the Honorary Treasurer will be instrumental in leading the financial aspects of this transformation, ensuring robust financial controls, transparency, and the alignment of resources with the charity's strategic goals.

Eligibility

- You must be at least 16 years old to be a trustee of a charitable company or a charitable incorporated organisation (CIO), unless the charity's governing document says you must be older. You must be at least 18 to be a trustee of any other type of charity.
- You must not act as a trustee if you are disqualified under the Charities Act, unless your disqualification has been waived by the Commission.
- Charities that want to claim UK tax reliefs and exemptions must meet the management condition in the Finance Act 2010. This requires all of the charity's managers (including trustees) to be 'fit and proper persons'.

Key responsibilities:

Financial oversight:

- Ensure the charity operates within its financial means and complies with all financial reporting requirements, including Charity Commission regulations and UK charity law.
- Support the Director of Finance and Administration in the preparation and presentation of budgets, management accounts, financial reports, and annual accounts to the board of trustees in a clear and timely manner.
- Work with the charity's Director of Finance and Administration to ensure the organisation has appropriate financial controls and risk management systems in place, recommending improvements where necessary.

Change management in financial governance:

- Lead the financial aspects of the charity's governance modernisation, ensuring the implementation of recommendations from the independent review where appropriate.

- Review existing financial policies, processes, and systems, and lead the implementation of any changes to modernise and improve financial governance.
- Ensure that the board is equipped to make informed decisions about financial investments, strategic projects, and long-term sustainability.

Strategic financial planning:

- Work with the board and senior leadership team (SLT) to develop long-term financial strategies that align with the charity's mission and goals, ensuring financial sustainability.
- Ensure effective use of the charity's resources by providing financial advice on the charity's strategic direction, major projects, fundraising strategies, and investments.
- Ensure the financial implications of strategic plans and decisions are fully understood by the board and that risks are clearly communicated.

Support and advise the board:

- Serve as the principal financial advisor to the board of trustees, providing insights into financial risks, opportunities, and obligations.
- Ensure the board understands its financial responsibilities and provide training where needed to enhance financial literacy among trustees.
- Engage actively in board discussions, contributing to wider governance issues and supporting the Chair in leading the charity's governance transformation.

Reporting and accountability:

- Ensure that the statutory financial reports are produced in a timely manner and ensure compliance with financial regulations and reporting requirements, working closely with external auditors.
- Ensure that proper accounting records are maintained and that annual accounts are audited in line with regulatory standards.
- Ensure that the charity's financial operations are transparent and accountable, in line with the highest standards of charity governance.

Fundraising and resource development:

- Ensure that all fundraising activities and donor funds are used in accordance with legal and regulatory guidelines, providing robust financial oversight.

Relationship building:

- Work closely with the CEO, Director of Finance and Administration, and the rest of SLT to ensure clear communication and cooperation on financial matters.

- Build positive working relationships with key external stakeholders, including auditors, funders, and financial institutions, ensuring the charity's financial reputation is protected.

Person specification

Essential:

Financial expertise:

- Qualified accountant (ACA, ACCA, CIMA, or equivalent) with significant financial management experience, ideally within the charity or non-profit sector.
- Strong understanding of charity finance regulations, reporting requirements, and financial best practices.
- Proven ability to oversee and analyse financial reports, budgets, forecasts, and audits, ensuring accurate and timely financial reporting.

Change management experience:

- Demonstrated experience in leading financial aspects of organisational change, including implementing modern governance and financial systems.
- Experience in transforming financial processes and controls to align with contemporary governance practices, while ensuring financial stability and sustainability.

Strategic thinking and problem-solving:

- Ability to contribute to strategic discussions and decisions, aligning financial resources with the charity's mission and long-term goals.
- Demonstrated capacity to evaluate financial risks and opportunities in a rapidly changing environment, providing clear advice to the board.

Governance and regulatory knowledge:

- Strong understanding of charity governance and the financial duties of trustees, with experience advising boards on financial matters.
- Familiarity with the legal and regulatory framework governing UK charities, including Charity Commission guidance and UK accounting standards (SORP).

Collaboration, communication and team leadership:

- Proven ability to work effectively with senior leaders and trustees, building trust and fostering collaboration across the organisation.
- Excellent communication skills, with the ability to explain complex financial information clearly and persuasively to non-financial stakeholders.

Financial risk management:

- Experience in financial risk management, ensuring robust internal controls, risk assessments, and financial planning are in place.
- Ability to oversee investment management, financial reserves policies, and cash flow management to ensure financial resilience.

Desirable:

Sector knowledge:

- Familiarity with the challenges and opportunities facing charities, particularly in relation to fundraising, resource allocation, and donor management.

Digital and technological awareness:

- Awareness of digital financial tools and systems that can improve the efficiency and transparency of financial governance.

Knowledge of the charity's area of work:

- An understanding of brain injury and its often hidden and fluctuating effects, enabling informed decision-making that aligns with the charity's mission.

Commitment required

The board of Headway UK meets on a quarterly basis. Currently, two meetings per year (typically in June and December) are held in person in London, with two meetings conducted virtually.

The meetings are scheduled during office hours.

The AGM and sub-committees require additional time commitments.

A key recommendation from a recent external governance review was for trustees to have more frequent contact with staff and volunteers at events held throughout the year.

Regular communication with the Chief Executive on an ongoing basis will also be required.

Term of service

The charity does not currently have any maximum term of service. However, the introduction of term limits has been recommended by the external governance review. The Chair would be responsible for the potential implementation of this, following further board discussions.

Benefits

While this post is a voluntary position, trustees of Headway UK are reimbursed for all reasonable expenses, including travel, accommodation and sustenance.

In addition, a further recommendation from the governance review is for regular training of trustees to be provided to all trustees.

Current board structure

The board of Headway UK currently comprises 13 trustees; 11 are elected and two are co-opted.

Currently, trustees are elected each year at the AGM by the charity's members. These are representatives from network of autonomous local Headway charities and volunteer-led branches, with each local entity having one vote.

Each year, one third of the board is required to resign by rotation. These retiring trustees can be nominated by the board to stand again and, if no other nominations are received from the network, they can be re-elected unopposed.

Further details on the [current trustees](#) can be found on the Headway UK website.

EDI statement

We are committed to creating an inclusive environment where diversity is celebrated, and we encourage applications from individuals of all backgrounds and experiences, particularly in underrepresented minority groups.

Interested? Here's how to apply

If you are passionate about joining Headway UK and believe you have the skills and experience we are looking for, please apply with the following:

- An up-to-date CV
- A supporting statement of no more than two sides of A4, detailing why you would like to be considered, your relevant experience and expertise and what you think you can bring to the role.

To submit an application, register an interest or ask a question, please contact Luke Griggs, Chief Executive, at luke.griggs@headway.org.uk.

If you require any adjustments to the application process, please contact Luke using the above email address.

Closing date for applications: 17 January 2024

Interviews to be held on: To be confirmed

Please note that any travel expenses to attend interviews will be reimbursed by the charity in line with our expenses policy.