



the brain injury association



improving life after brain injury

Trustee recruitment pack

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.

In December 2022, 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.

Over the past few years, the board and senior leadership team have made significant process in modernising the culture and governance of the charity.

This is an important time for the charity as it looks to deliver on an ambitious growth strategy in a challenging financial environment.

I thank you for your interest in this role and look forward to potentially working with you as our as we continue to evolve this special charity.

Luke Griggs
Chief Executive



A note from the Chair

I was appointed to the role of Chair by the board of trustees in June 2025.

The reason I wanted to give back to the charity is that Headway has given so much help to me and my family.

My husband sustained a traumatic brain injury in a road traffic incident. All our lives changed that day and we were plunged into a frightening place that will be so familiar to other individuals and families supported by this vital charity.

Put simply, Headway is our lifeline.

Over the past year, I have taken great pleasure in visiting local Headway charities and branches to see the vital role they play in helping people in their local communities to rebuild their lives after brain injury.

Across the UK, there are thousands of volunteers and members of staff going to extraordinary measures to support individuals and families affected by brain injury.

Headway UK plays an important role in supporting the local Headway network while delivering crucial frontline services of its own, from the innovative Brain Injury Identity Card scheme through to the caring and informative nurse-led helpline.

There is no doubt that this is a challenging time for charities large and small. But we are determined to continue to drive the charity forward.

If you share our passion for improving life after brain injury and have the skills and experience that could help us achieve our mission, we would love to hear from you.

Belinda Moore
Chair



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.



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. As part of our current five-year strategy, we are currently developing a new Headway website, which will be launched later this year.



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 free 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 five-year strategy

On 1 August 2024, we launched a new five-year strategy focused on rebuilding lives, relearning skills, and maximising 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 135 staff throughout the UK. Two thirds of our colleagues work in our 24 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.

Being a trustee of Headway UK

Being a trustee is a unique opportunity to make a lasting difference to the lives of people affected by brain injury.

Trustees are the guardians of a charity's purpose, providing leadership, oversight and strategic direction to ensure the organisation remains effective, sustainable and focused on delivering its mission.

As a trustee of Headway UK, you will join a committed board working collectively to support and challenge the executive team, safeguard the charity's reputation and resources, and help shape its future priorities.

Trustees do not need to be experts in every aspect of the charity's work. What matters most is a commitment to the charity's values, sound judgement, integrity and a willingness to contribute your skills and experience.

Serving as a trustee can be both rewarding and professionally enriching. It offers the opportunity to:

- Make a meaningful contribution to an important cause;
- Influence the direction and impact of a nationally recognised charity;
- Develop strategic leadership and governance experience;
- Work alongside talented and passionate colleagues; and
- Bring your professional expertise to support positive change.

We strongly recommend all trustees read and regularly review Charity Commission guidance on the key duties of charity trustees.

Headway UK trustees are required to read and review on an annual basis [**The Essential Trustee: what you need to know, what you need to do**](#). This is the official guidance of the Charity Commission that sets out trustees' legal responsibilities and duties.

A brief overview of the six main duties of a trustee is included on the following page, but we recommend that all applicants read the full document before applying.

In addition, Headway UK trustees must adhere to a [code of conduct](#).

The Essential Trustee

6 main duties



The Governance Jigsaw – The Essential Trustee (CC3)



It's about knowing:

- what your charity can and can't do within its purposes
- how your charity is fulfilling its purposes and benefiting the public
- what difference your charity is really making

It's about being:

- familiar with your governing document
- up to date with filing accounts, returns and any changes to your charity's registration details
- aware of other laws that apply to your charity

It's not about being:

- an expert - but you do need to take reasonable steps to find out

It's about:

- making balanced, informed decisions
- recognising & dealing with conflicts of interest
- ensuring trustee benefits are allowed
- being prepared to question and challenge
- accepting majority decisions

It's not about:

- preserving the charity for its own sake
- serving personal interests

It's about:

- managing risks, protecting assets (reputation) and people
- getting the resources your charity needs
- having and following appropriate controls and procedures
- dealing with land and buildings
- responsibility for, and to, staff and volunteers

It's about:

- using your skills and experience
- deciding when you need advice
- preparing for meetings
- getting the information you need (financial, management)
- being prepared in case something does go wrong

It's about:

- meeting legal accounting and reporting requirements
- being able to show that your charity complies with the law and is effective
- being accountable to members and others with an interest in the charity
- ensuring that staff and volunteers are accountable to the board
- welcoming accountability as an opportunity not a burden

Person specification

The board of Headway UK has a wealth of experience, particularly in governance, strategy, finance and organisational leadership.

We welcome applications to join the board from anyone who feels they have the skills and experience to help improve life after brain injury.

Essential:

- A strong commitment to the charity's mission and values.
- Understanding of the legal duties, responsibilities, and liabilities of trusteeship.
- Strategic thinking and an ability to contribute to the charity's long-term goals.
- Good communication and interpersonal skills to work collaboratively with other trustees, the executive team, and stakeholders.
- High level of integrity and commitment to best practices in governance.
- Ability to work effectively as part of a team and contribute to board discussions.
- Willingness to act as an ambassador for the charity, representing its interests and engaging with key stakeholders.

Desirable:

- Knowledge or experience in the brain injury sector or similar health-related areas.
- Experience or interest in supporting people affected by brain injury, or similar healthcare or social causes.
- Experience with managing risk and ensuring compliance with legal and financial obligations.

Having conducted a knowledge, skills and experience audit, we are particularly looking to broaden the collective expertise of the board by recruiting new trustees with the following skills:

- Charity and/or company law
- Safeguarding
- Neuropsychology
- Charity retail
- Cyber security and digital transformation

We also warmly welcome applications from people with experience of Headway network of local charities and branches.

In addition, we are seeking to strengthen our diversity of background and representation of those we serve and thus we particularly welcome applications from brain injury

survivors, applicants from minority ethnic backgrounds and applicants from the devolved nations of the UK.

Eligibility

- You must be at least 18 years old.
- 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'](#).
- In accordance with Headway UK's Articles of Association, employees of Headway UK or any affiliated or associated Headway charity are ineligible to apply.

Required commitment

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 Annual General Meeting and board sub-committees, held three to four times a year, require additional time commitments.

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 and this is under consideration by the board.

Benefits

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

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

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 part of a local Headway charity or branch:

Headway is a membership organisation, with each Headway charity and branch being one member and holding one vote at any Annual or General Meetings.

Each charity and branch has a registered voting member with Headway UK. This is typically the Chair and cannot be a paid member of staff, unless voting by proxy. If you are unsure who is your voting member, please contact a member of the Network Support team for clarification.

Please note that you can only nominate someone from your local Headway if you are the registered voting representative.

Those nominated by registered voting representatives of Headway charities or branches will be put forward to election at the AGM on 17 September 2026 alongside candidates nominated by the board of trustees.

Click **here** to nominate someone for election from within the Headway network.

In order to comply with Headway UK's Articles of Association, which require nominations from the network to be received 42 clear days before the date of the AGM, the deadline for applications is **5 August 2026**.

If you an external candidate unconnected to a Headway charity or branch:

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.

If you would prefer to submit a video instead, please contact saira.chuttun@headway.org.uk to arrange the transfer of your application.

To submit an application, register an interest or ask a question, please contact the Chair of Headway UK, Belinda Moore, on belinda.moore@headway.org.uk.

If you require any adjustments to the application process, please contact Saira Chuttun on saira.chuttun@headway.org.uk.

The closing date for applications from outside of the network is **16 August 2026**.

Interviews to be held via Microsoft Teams.