

Trustee Chair JOB DESCRIPTION

Background and Vision

St Francis Leprosy Guild (SFLG) is a UK-based Catholic charity with a huge ambition – to end leprosy throughout the world. We have existed for 125 years, in which time we have provided care and support to people affected by leprosy, and their families across Asia, Africa, and South America. Leprosy is a contagious disease that causes nerve damage throughout the body. Around 200,000 cases are diagnosed each year, mainly in Asia and Africa.

Today, leprosy can be cured and SFLG is focused on screening and curing thousands of people to prevent leprosy taking hold and disabilities developing. In addition, SFLG continues to care for thousands who have been left blinded or with disabilities due to leprosy and are rejected by society. Last year SFLG distributed five different grant programmes involving £250,000 spend to forty partner organisations in 15 different countries worldwide.

SFLG was reconstituted as a Charitable Incorporated (Foundation) Organisation in March 2020. In 2021, SFLG's strategy was refined under the mnemonic TRACE (Training, Research, Active case-finding, Care and Emergency relief) to clarify exactly how we are supporting the global goal of reaching *zero leprosy*. Projects covering all these areas went live in 2021, and initial results are encouraging. Further details are available in the 2020 Annual Report, and the 2020 Annual Review and on our website. The 2021 Annual Report is expected to be with the Charity Commission in March 2022.

The Board of Trustees

The Board of Trustees may comprise up to 12 members including one *ex officio* Spiritual Director and a trustee representative from the Bishops' Conference of England and Wales. Currently there are nine trustees. SFLG's Board, provides clear and strategic leadership and fulfils its responsibilities for the governance and strategic direction of the organisation in line with its ethos and values

SFLG has an Executive Team comprising a full-time Chief Executive Officer, a part-time Charity Administrator, a Finance Manager, and a Programme Manager. The Board of Trustees provides oversight of the Executive Team. They contribute to and have ultimate decision-making powers over both the development and implementation of our strategies but have no other executive functions.

SFLG's current Chair, Michael Forbes Smith, is due to retire in May 2023. The Board of Trustees hopes to recruit a new Chair who will step up into the role of Chair next year. The Board is seeking someone who would be prepared to make a commitment to serve for five years. We anticipate a handover phase of around one year.

Role of Chair

The incoming Chair will support the current Chair and the other members of the Board in their commitment to and implementation of the SFLG's strategic aims and the operational planning through which it is implemented as well as ensuring that the Board is complying with its constitution and with Charity Commission and other external regulation.

The incoming Chair will support the current Chair by acting as an ambassador for SFLG in partnership with the Chief Executive Officer.

The role of Chair is a voluntary and there is no financial remuneration, although expenses for travel may be claimed. SFLG's office is located at 73 St Charles Square, London W10 6EJ though meetings of the Board may be held in the Catholic church of The Immaculate Conception, Farm Street (W1K 3AH). Meetings have been held by Zoom throughout the Covid-19 pandemic.

Time Commitment

Six Board meetings are normally held throughout the year. The incoming Chair will be expected to have (mainly virtual) discussions with the current Chair and the Chief Executive Officer as necessary, to attend occasional internal meetings and to represent SFLG at external events and meetings with key stakeholders as appropriate.

Person Specification

- Experience of working in or being a trustee of a charity.
- Skilled in team leadership.
- Strategic vision.
- Integrity.
- Willingness to devote the necessary time and effort to the role of incoming Chair and subsequently Chair of the Board of Trustees.
- Financial literacy.
- A Roman Catholic in good standing with the Church.
- An understanding and commitment to justice for the peoples of the Global South.
- Commitment to the strategic aims of SFLG.
- Measured, independent judgement.
- Effective communication skills.
- Tact and diplomacy.
- Willingness to speak one's mind and listen to the views of others.
- An ability to work effectively as a member of a team.
- Understanding of the legal responsibilities and liabilities of a trustee.