

## **Applications for Trustee position with the Daphne Jackson Trust Candidate information pack May 2021**

### **Who we are**

The Daphne Jackson Trust was founded in 1992 in memory of Daphne Jackson, the UK's first female Professor of Physics. Over the past three decades, the Trust has evolved to become the UK's leading charity dedicated to realising the potential of returners following a career break taken for family, caring or health reasons. We enable and empower individuals to return to their career with confidence. We have proven expertise in assessing the potential of individuals to make a successful return to a career, and then in supporting those individuals throughout the process and the Fellowship. Most former Fellows stay in contact with the Trust and help with publicity and promotion and all say that they simply could not have returned to their careers without us. The Trust has helped over 400 Fellows to return to meaningful careers and currently has over 60 Fellows in UK universities.

### **What we do**

The Daphne Jackson Trust has until recently only offered Daphne Jackson Research Fellowships which enable researchers to return to their careers in STEM areas. In 2020, the Trust expanded its remit from the original STEM focus to incorporate the social sciences and arts & humanities, widening the Trust's relevance and impact, generating additional funding, and opening-up new markets. 2020 also saw the pilot of an innovative Technology Fellowship which will further widen the scope and impact of the Trust and its contribution to the national research and innovation landscape.

The Trust has a 94% success rate of Fellows returning to a career post-Fellowship, and of those 71% stay in research for a period of two years post fellowship, and around 50% remain in research five years post fellowship<sup>1</sup>. No other Fellowship offers the combination of mentoring, retraining and flexibility that the Daphne Jackson Fellowship offers. The Fellowship application process supports applicants at every stage, taking into account their career break, their personal circumstances and their career aspirations. It is this extra support that has led to the overwhelming success rate of Daphne Jackson Fellows.

The Trust has become a key contributor to national policy developments in EDI (equality, diversity and inclusion), engaging with stakeholders such as Ministers, shadow Ministers, the Department for Business, Innovation & Skills; the Commons Science & Technology Select Committee; and a number of All Party Parliamentary Groups.

Whilst the Trust provides the infrastructure and dedicated staff to facilitate the fellowships, sponsorship by external organisations and hosts is fundamental to us being able to deliver our mission. We therefore work hard to identify suitable new sponsors, as well as continuing to enhance our relationships with existing stakeholders.

Further information on the Trust and its Fellowships can be found at <https://daphnejackson.org/>

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<sup>1</sup> Leading the Way for Returners: a survey of former Daphne Jackson fellows, 2015

## What we are looking for

Charity trustees are central to the success of a charity, being responsible for the overall direction, strategy and vision of the Trust. It is therefore essential that trustees are effective both individually and collectively if they are to have a positive impact on the charity and enable the organisation to fulfil its charitable objects.

While we have a strong Board, we aspire to develop our Board further and seek to adopt practices that promote diversity as there is general acceptance that diversity strengthens decision making and reduces the possibility of 'group think'. We want our Board to have a blend of complementary skills and attributes as well as a mix of ideal personal qualities. We are using diversity in its widest sense to include not just visible differences but those which can't be seen, such as neuro-diversity, by which we mean an individual's experiences, personality and the way they think and approach problem solving. We wish to be as representative as we can be of all of the Trust's constituent stakeholders, including returners, higher education, research, charities, learned societies and professional bodies, and commercial organisations.

For this round of recruitment we have vacancies for four Trustees and alongside more general skills we are looking for experience and competencies in the following areas:

- legal
- communications and PR, particularly digital and social media
- finance

We encourage applications from under-represented groups, including people from Black, Asian and Minority Ethnic communities, people living with disabilities, individuals who have not previously held Trustee positions and from younger people who may not have had previous Board experience but have the required personal attributes, skills and enthusiasm for the role. All new appointments will be supported with a full induction as they establish themselves as Trustees and will be encouraged to make the most of external opportunities for development in line with the Trust's mission and objects.

Whatever your background and experience, you will need to show evidence of the following essential competencies and behaviours:

- an ability to work successfully as part of a team, respecting and listening to others and contributing constructively to collective decision-making processes
- an ability to understand and contribute to the strategic issues faced by the Trust
- analytical skills and sound judgement
- a clear appreciation of the requirements of a Trustee role and the importance of supporting the Chief Executive and other team members to achieve their strategic objectives
- a clear commitment to, and demonstrable enthusiasm for, the objectives of the Trust
- a willingness to respond positively to requests made by the Board and Chief Executive for ad hoc additional support such as membership of working and project groups, and specific calls to bring specialist knowledge to bear proactively on issues facing the Trust
- an understanding of the higher education and research sector in which the Trust operates and an awareness of the challenges and opportunities faced by the sector

## **Trustee - Role Summary**

The Board of Trustees is responsible for the overall governance and strategic direction of the Trust, developing its aims, objectives and goals in accordance with the governing document, legal and regulatory guidelines.

### **The general responsibilities of a Trustee of the Daphne Jackson Trust are:**

- To ensure the Trust applies its resources effectively in pursuing its objectives;
- To contribute actively to the Board of Trustees in giving firm strategic direction to the Trust, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
- To safeguard the reputation and values of the Trust;
- To declare any conflict of interest while carrying out the duties of Trustee, in line with Trust policies including the Code of Conduct for Trustees and Trust Anti-Bribery Policy;
- To be collectively responsible for the actions of the Trust and other Trustees;
- To ensure the effective and efficient administration of the Trust;
- To ensure the financial stability of the Trust and the proper investment of the Trust's funds;
- To promote and enhance the reputation of the Trust in line with its objectives;
- To attend meetings, reading and understanding papers in advance of meetings;
- To attend sub-committee meetings and contribute to Working Groups as appropriate;
- To participate in other tasks as they arise from time to time, such as interviewing new staff, appraisals etc.;
- To help with fundraising, promotional events and engagement with external sponsors as appropriate;
- To stay informed about the activities of the Trust and wider issues which impact directly and indirectly on the work and objectives of the Trust.

In addition to the duties of all Trustees, each Trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions in the best interest of the Daphne Jackson Trust. This will involve scrutinizing Board papers, leading discussions, focusing on key challenges and raising relevant issues which have not been reflected in the papers.

Trustees are expected to provide advice and guidance requested by the Board on new initiatives or other issues relevant to the area of the Trust's work in which the Trustee has particular expertise, knowledge or experience. Further information about the general duties and responsibilities of Trustees can be found in a Charity Commission document entitled 'The Essential Trustee'.

### **Time required for the role**

The Board meets twice a year.

The following Board sub-committees are in place and have their own additional time commitments

- Finance and General Purposes Committee meets four times a year.
- Awards strategy Committee meets twice a year.

It is important that Trustees are able to attend meetings in London and be available to the Chief Executive for contact by email, telephone or zoom. In addition to the formal meeting schedule, it is expected that

Trustees will be available at times for other contact by phone, zoom, email or in person with staff and have time to contribute to working groups as the need arises. Availability to attend events organised by the Trust or to attend external events as a representative of the Trust from time to time is necessary.

### **Terms of Office**

Trustees are appointed to the Board for a three year term, with another term of three years if desired and agreed by the Chair.

### **Remuneration**

Unpaid, expenses covered in line with Trust policy