



HOSTAGE INTERNATIONAL TRUSTEE ROLE DESCRIPTION

1. INTRODUCTION

Hostage International is a leading international charity supporting families during and after a kidnap or detention, and hostages when they return home. We also run a training and education programme in family support for organisations who operate in high-risk zones, and when appropriate we advocate for improved policy and practice in family and post-release support.

Our work is delivered by a small team of experienced staff, supported by volunteers, and governed by our dedicated board of trustees.

We are currently recruiting individuals to join our board in order to ensure smooth succession as some current trustees' terms of appointment are due to expire. Ideally, we would welcome applications from individuals also willing to be considered for the roles of chair, treasurer or honorary secretary in the near future, once they had familiarised themselves with the charity. Full training and an induction programme will be available.

The board of trustees holds the ultimate responsibility for governing the affairs of the charity, and ensuring that it is solvent, well run, and delivering our charitable mission.

Trustees are expected to maintain absolute confidentiality about all sensitive/confidential information received in the course of the trustee's responsibilities to the charity.

Trustees will be expected to attend three to four meetings per year (usually in London, but can be accessed remotely for those who are not able to attend in person). Reasonable travel and out of pocket expenses will be reimbursed.

This is a unique opportunity to offer your expertise and skills to our niche charity.

Please apply by email to recruitment@hostageinternational.org with the subject 'Trustee recruitment' with your CV and a covering letter outlining what you would bring to Hostage International by **09:00 (UK time) Monday 16 September 2024**. Interviews are anticipated to be held in September/October, ready for the December 2024 board meeting.

2. GENERAL PRINCIPLES FOR TRUSTEES

All Hostage International trustees are required to:

- Ensure that the organisation pursues its stated charitable objects as defined in its governing document, by establishing a clear vision, set of values and strategy, and ensuring that there is a common understanding of these by trustees, staff and associated personnel. [Read Hostage International's Constitution here.](#)
- Ensure that operational plans and budgets support the vision and strategy.
- Ensure that the views of stakeholders (e.g. beneficiaries, staff, individual members, partner organisations, and associated professional personnel) are regularly sought and considered.
- Ensure there is regular review of the external environment for changes that might affect the organisation (political, financial, demographic, competitive, partnerships, alliances).
- Ensure that the organisation complies with its governing document, Charity Commission requirements and any other relevant legislation or regulations.
- Ensure that the organisation applies its resources exclusively in pursuance of its charitable objects.
- Ensure that the organisation defines its goals and evaluates performance against agreed targets.

3. TRUSTEE ROLE

- Uphold the good name and values of Hostage International.
- Ensure the effective and efficient administration of the charity, including having appropriate policies and procedures in place.
- Ensure the financial stability of the charity.
- Protect and manage the property of the charity and ensure the proper investment of its funds.
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive.
- Hold the chief executive to account for the management and administration of the charity.
- Give serious consideration to procuring external professional advice on any matter that presents a material risk to the charity that is beyond the established risk management process, or where the trustees could be perceived to be in breach of their duties.
- Ensure that the charity acts in accordance with employment law and exercises a duty of care to its employees.
- Ensure that the major risks to the charity are identified and regularly reviewed and that systems are in place to mitigate or minimise these risks.
- Ensure that the charity has a governance structure that is appropriate to a charity of its size/complexity, stage of development, and its charitable objects, and reflects the diversity of its stakeholders.
- Ensure that the board regularly reviews the governance structure and its own performance against an agreed programme.
- Ensure that the board regularly reviews its own training needs and creates an expectation of continuous professional development throughout the charity.

- Ensure that trustees have an agreed code of conduct and comply with it, and that there are mechanisms for the removal of trustees who do not abide by the principles stated therein.

4. TRUSTEE PERSON SPECIFICATION

4.1 General qualities

All Hostage International trustees must be able to demonstrate the following skills and values:

- A commitment to the organisation.
- A commitment to equal opportunities and the promotion of diversity.
- A willingness to devote the necessary time and effort.
- Strategic vision.
- Sound, independent judgement.
- An ability to think creatively.
- A willingness to speak their mind.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- An ability to work effectively as a member of a team.
- An ability to challenge current thinking, the method of governance and management of the organisation in a constructive manner.
- Ability to evaluate and interpret management information and other data/evidence.

4.2 Specific skills and experience

All Hostage International trustees are required to demonstrate specific knowledge and experience in at least one of the following areas:

- Lived experience of a hostage/arbitrary detention either as a family member or former hostage/detainee.
- Charity law and governance.
- Charity fundraising.
- Financial management.
- Data analysis and/or research.
- The management of change or international growth.
- Recruitment and human resources expertise, including employment legislation.
- Business development.
- Risk management.
- Marketing, media and PR.
- Mental health.
- Data protection law.

5. TERMS OF OFFICE

Trustee terms of office are for three years, and there is scope for a trustee to serve for more than one term of office.

When trustees are approaching the end of their term of office, or anticipate that they will need to resign their positions mid-term, there is a general expectation that, wherever possible, they shall provide no less than three calendar months' notice.

6. EQUAL OPPORTUNITIES

Hostage International is an equal opportunities employer and is committed to equality and valuing diversity within the organisation. We will not discriminate on the basis of age, disability, gender, gender identity, marital status, pregnancy or maternity, nationality, race, religion or belief, sexual orientation, or on any other grounds. We are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

More information about Hostage International can be found on our website <http://www.hostageinternational.org/>

7. PRIVACY NOTICE

If you would like more information on how we handle your data, please read our [Privacy Policy](#).

ADDITIONAL READING:

All trustees are required to read the Essential Trustee guidance on the [Charity Commission website](#).