
UK Office Address: Linton House, 26-51 Highgate Road, London NW1 5RT | Tel: +44(0)20 79169276 | www.warchild.org.uk

War Child is UK registered charity no. 1071659.
Thank you for considering War Child as a prospective organisation.

We wish you success with your application

Application Pack Contents:

In your Application Pack, you should receive the following items:

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1. About War Child

1.1. History
War Child was established in 1993 as a response to the brutal effects of conflict on children during the Balkans war. We now work in Iraq, Afghanistan, Jordan, Yemen, Uganda, the Democratic Republic of Congo and Central African Republic.

War Child’s vision is of a world in which the lives of children are no longer torn apart by war, and our contribution to achieving this vision is articulated in our mission:

_to support and improve the protection and care of children and young people who live with a combination of insecurity, poverty and exclusion in some of the worst conflict-affected countries in the world._

We deliver this mission through three strategies:

- Delivery of programmes (either directly or through local partners)
- Capacity-building and investment strengthening structures and systems
- Policy and Advocacy

We focus on issues which particularly affect children in conflict areas, and programmes through 3 thematic areas:

- Education-in-Emergencies
- Food Security & Livelihoods
- Child protection

We aim to respond to armed conflict early, bringing life-saving child protection and psycho-social support to children in acutely vulnerable situations as soon as we can. However, our mission extends through post conflict to recovery phases, meaning that we will stay with affected populations until the impact of conflict is no longer the primary driver of issues that need to be addressed. This is a relatively wide intervention range which reflects our concern for individual children and their long-term recovery from conflict shock.

War Child has grown rapidly over the past few years. Income has increased from approximately £3.5m per annum in 2011 to £18 million in 2017. We have seen an even more dramatic increase in the numbers of children we reach directly and indirectly. From 5,000 in 2008 to over 126,000 in 2017. Our programming has become more efficient, more professionally managed, and more consistent across the countries we work in. We have an ambitious strategy to grow our organisational impact over the next three years.
We are now a trusted partner of UN and national donors, receiving significant support from UNHCR and UNICEF in emergency response programmes, and with several programmes funded by the EU and ECHO. We are fully committed to the Core Humanitarian Standards, the localisation agenda to support local communities and organisations under the Charter for Change.

War Child UK is one of three independent operational agencies – War Child UK, War Child Holland and War Child Canada that together make up the global War Child family. Coordination and relationships are strong with our sister organisations, particularly War Child Holland, which includes joint-working in programmes, advocacy and fundraising. We will continue to deepen these relationships and find co-operative ways of working to maximise our delivery and impact.

1.2. Vision

We look forward to a world in which the lives of children are no longer torn apart by war

1.3. Mission

War Child’s mission is to support and strengthen the protective environment for children who, as a result of conflict, live with a combination of insecurity, poverty and exclusion

1.4. Trustee

We are currently seeking a person with relevant experience to become a trustee and also take up the role of Chair of our Programme Quality Committee (PQC). The PQC ensures that War Child’s programmes of activities are delivering desired impact and outcomes for children, young people and their communities and lessons are being learnt and taken into account in the design of future War Child programmes. War Child’s Programme Quality Team’s vision is to attain a standard of excellence underpinned by international standards in 3 pillars: improving technical standards, knowledge and capacity; accountability and learning using child and community participatory approaches.

The PQC usually undertakes several core functions:

- Review systemic issues as determined by the Chair in consultation with Committee members and the PQ Team that relate to the success and challenges in War Child’s programmes and national advocacy:
- The effectiveness and outcomes secured by programmes and War Child’s ability to demonstrate that they have delivered real and sustainable impact
- The organisation’s record in securing sustainable and adequate restricted funding for programmes and processes for ensuring maximum success in restricted funding applications and lessons learnt from the application process
The PQC are currently made up of some of the Trustees from the Board and 2 co-optees.

With this in mind we are looking for individuals who have one or more of these strengths:

- Substantial experience of programme delivery, management, evaluation or research in conflict/post-conflict contexts with children or vulnerable groups
- Understanding of international humanitarian standards and technical standards and their application to improving the quality of programmes
- Experience in building learning cultures, improving accountability and innovation within organisations

Finally, we are seeking to develop our Board membership so that it reflects better our own values and vision, children and communities that we serve and so we particularly welcome applications from women and ethnic minorities.

A full description of the general trustee role is included below.
2. **How to Apply**

2.1. **Equal Opportunities & Diversity**

War Child operates an Equal Opportunities & Diversity Policy.

Our Equal Opportunities & Diversity Policy aims to ensure that every applicant is treated fairly. Your application is the only information on which we decide whether or not you will be shortlisted for an interview. It will be used as a basis for the interview itself. The content of your application is therefore very important and the following advice is designed to help you complete it as effectively as possible.

Our Equal Opportunities statement gives a summary of the main points of our Equal Opportunities & Diversity Policy. We ask you to fill in the Equal Opportunities form so that we can monitor whether we are reaching all sections of the community and to check that our recruitment processes operate fairly. The Equal Opportunities form will be separated from the CV and supporting statement and will be only used to monitor recruitment processes.

2.2. **Data Protection Act 1998**

Information provided by you in this application form will be kept for the purposes of monitoring. It will be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, relevant information will be taken from this form and used as part of the records of your trusteeship with War Child.

2.3. **Child Safeguarding Policy**

War Child believes that all children have a right to grow up in a protective environment that is free from abuse, neglect and exploitation. War Child’s Child Safeguarding Policy seeks to ensure that the protection of children is paramount in every area of our work. The policy applies to all War Child trustees, staff and volunteers.

All War Child jobs advertised contain a job description, which states that War Child has a Child Safeguarding Policy with which all successful candidates will be expected to comply. The Child Safeguarding Policy will be sent to shortlisted candidates who will be asked to read the policy in advance of their interview. There will be specific, standardised questions at interview on child safeguarding to understand their comprehension of it and align them to it. Particular attention will be paid to gaps in an individual’s employment history and frequent changes of employment and/or address.
2.4. Submitting an Application: CV and Supporting Statement

Please consider to what extent you have the experience, skills and knowledge necessary for the post, and especially the requirements outlined in sections 1.4 and 4 of this application pack. Application is by way of CV and supporting statement.

1. CV
The CV should be a maximum of 3 A4 pages and should include previous employment, professional memberships, research and studies, etc. relevant to the role. Please include all qualifications and training, including those gained and/or attended through involvement with voluntary work, leisure, or other interests. (We may occasionally need to verify qualifications with registering bodies).

Applicants should provide details of their membership of and contributions to the work of other charities as well as a statement of any potential conflicts of interest.

Please also suggest two or three referees familiar with you personally and/or professionally.

2. Supporting Statement: Experience, Skills and Knowledge
The supporting statement should be a maximum of 2 A4 pages and is the most important part of the application. You should use this section to tell us how you believe you meet each of the selection criteria listed on the person specification.

This is your opportunity to describe how your skills and experience meet the requirements of the job. You should also use examples from your own work experience to support your claims.

Demonstrate how you meet each requirement in the advertisement and in this pack by giving details and examples of your experience, skills, and knowledge.

Finally, please detail your membership of and roles in other charities and include in your statement any potential conflicts of interest. These will not necessarily disqualify you, and we recognise that the type of person we are looking for is likely to already have a degree of involvement in the sector.

Please include work/daytime telephone, mobile or text numbers if possible. We will only use these numbers with discretion but it helps us to get in touch with you quickly. Please also include an e-mail address as a further option.

You can either email the completed CV and supporting statement to beths@warchild.org.uk, or submit a hard copy. In either case, completed applications must reach us before/on the application deadline.
3. **Recruitment & Selection Process**

   **Applications deadline:** Friday 22 September  
   **Interview dates:** Weeks commencing 2 and 9 October  
   **Start date:** December 2017  

3.1. **Short listing**

   Short listing will be done by the Chair and one other trustee, in consultation with the CEO. After the closing date, all application forms will be assessed on how each applicant’s skills and experience relate to the post. Applicants who meet the requirements most closely will be invited for an interview. The supporting statement provided by the applicant describing how they meet the person specification of the post holds central importance in this process.

   Due to limited resources, only short-listed applicants are contacted; if you do not receive a communication within six weeks from the application deadline date you may assume your application has been unsuccessful.

3.2. **Interview**

   Interviews will be done by the Chair and one other trustee, in consultation with the CEO. There will be an opportunity for shortlisted applicants to talk informally with the Chair before the interview day.

   The interviewing stage should be seen not only as a screening exercise but as an opportunity for the candidate to find out more about the trustee’s role at War Child and to ask questions to see whether they would find working as a trustee sufficiently rewarding to be able to maintain the commitment.

   Some suggested areas for questioning:
   1. What is your impression of the challenges an organisation like War Child might face?  
   2. As a trustee, what would you like to contribute to War Child generally and in relation to your particular skills and experience?  
   3. What further information would help you decide if you would like to become a trustee of War Child? What induction / training / support would you like if you become a trustee? Would it help you initially to have one of the current trustees act as your mentor on board matters?  
   4. Do you have any concerns or misgivings that we may be able to allay?

   The interview will also contain a discussion relating to War Child’s Child Safeguarding Policy.

3.3. **References**

   All appointments are made subject to receipt of references, including a personal reference.
3.4. Selection

The trustee interviewing panel will take their recommendations to the following Board meeting for formal endorsement. Appointments are subject to a child safeguarding DBS check. New trustees will need to be compliant with and sign up to War Child’s Child Safeguarding Policy prior to being voted onto the Board of Trustees.

4. Trustee job description and selection criteria

Position: Trustee (and Chair of Programme Quality Committee)
Responsible to: Chair of Board of Trustees

Trustees are the ultimate governance body for the organisation, serving as stewards of the organisation’s resources and are ultimately responsible for War Child’s strategy, operations, adherence to law and regulation and financial management. The Trustees serve on a voluntary basis, and meet four or five times a year in London.

Trustees Responsibilities
Trustees work closely with War Child’s Chief Executive and Senior Management Team to achieve our goals, and are responsible for key areas, including:

a. Strategy and governance
   - Consideration, iteration and approval of the strategy proposed by the Chief Executive and Senior Management Team in support of War Child’s mission and values
   - Ensuring high standards of governance and risk management
   - Ensuring the organisation is accountable and transparent in its activities
   - Ensuring compliance with relevant charitable and company legislation
   - Safeguarding the interests of War Child’s beneficiaries and providing oversight of stakeholder interests

b. Guidance and Support to the Chief Executive
   - Appointment of the Chief Executive
   - Approval of the Chief Executive’s salary
   - Support and guidance on operations, including personnel management

c. Financial
   - Ensuring sound financial oversight including review and approval of the annual budget
   - Oversight of high standards of financial management

d. Advocacy and fundraising
   - Using personal and professional networks to help the executive with access to potential donors and supporters including governments, international bodies, corporates, trusts and foundations, NGOs, and individuals
- Advice and assistance in raising and maintaining War Child’s profile in the UK and internationally.

All candidates for Trusteeship should:
- Show commitment to War Child’s values and be able to uphold them personally
- Share the energy and drive of the organisation and be committed to their role as Trustee
- Be able to think strategically
- Identify big issues including those around War Child’s long-term sustainability and reputation
- Have an interest in development or humanitarian issues
- Be able to gain respect and support from various constituencies
- Work well with a board, communicating clearly and constructively
- Be able to attend regular meetings in London and potentially play an active role in a sub-committee and/or work with the War Child executive team on projects where your individual skills and experience may be of particular value to War Child.

See also the specific criteria in section 1.4 above.

Restrictions
All trustees must have a full Disclosure and Barring Services (DBS) check as part of the recruitment process. Some individuals will be disqualified in accordance with the law or with War Child’s policy; this includes anyone who:
- has been convicted of an offence involving deception or dishonesty, unless the conviction is spent;
- is an undischarged bankrupt;
- has previously been removed from trusteeship of a charity by the Court or the Charity Commission for misconduct or mismanagement;
- is under a disqualification order under the Company Directors Disqualification Act 1986
- commits one of a number of serious offences against children and who is subject to a disqualification order made by the Court under the Criminal Justice and Court Services Act 2000 (under which it is a criminal offence for a disqualified person to knowingly seek appointment to any position covered by this ban, including charity trusteeship of a children's charity, and for someone to knowingly appoint a disqualified person to such a post);
- MPs and other significant figures in party politics
- Directors or executives of companies whose activities are likely to give rise to systemic or fundamental conflicts between the interests of the company and the duties of a trustee of War Child

Before a new trustee is appointed, the existing trustees will make the necessary checks to ensure that the person they wish to appoint is eligible to act as a trustee, including obliging prospective trustees to sign a declaration confirming that they are not disqualified from acting as a trustee.
5. **Equal Opportunities Monitoring**

War Child is committed to continuing to develop its Equal Opportunities policy to ensure that all job applicants and employees are treated fairly, irrespective of gender, age, sexual orientation, religious belief or creed, disability, and racial or ethnic origin. The following section of the application form will help us to monitor the effects of our policy and will be used for no other purposes, except to monitor how well we are reaching diverse groups. *We would be grateful if you would complete it.* It would be helpful if you could indicate your age, gender, religious belief or creed, sexual orientation, and ethnic origin by either ticking, or specifying, in one of the boxes or spaces, below, and return this slip with your application:

**Which age group do you belong to?**
- 18-29
- 30-39
- 40-49
- 50-59
- 60-65

**Which gender group do you belong to?**
- Male
- Female
- Other

**What is your ethnic origin?**

- **White:**
  - British
  - Irish
  - Other

- **Mixed:**
  - White & Black
  - White & Black
  - White & Asian
  - Other

- **Caribbean**
- **African**

- **Asian and Asian British:**
  - Indian
  - Pakistani
  - Bangladeshi
  - British Asian

- **Other Asian**

- **Black or Black British:**
  - Caribbean
  - African
  - Black British
  - Other Black

- **Chinese or Other Ethnic Group:**
  - Chinese
  - Other Ethnic Group

**Please indicate your religious belief or creed in the space provided.**

**What is your sexual orientation?**

- Bisexual
- Gay Man
- Gay Woman/Lesbian
- Heterosexual/Straight

- Other

**Disability:**

- Do you consider yourself to have a disability? Yes
- No

If yes, please provide details: ____________________________

**Resources Monitoring:** So that we can continue to use the resources that work best, please tell us where you saw the advertisement for this position.

- Newspaper
- Magazine
- Website (War Child)
- Website (Other)

Please specify ______