



RCN Foundation  
Trustee Recruitment  
Pack  
July 2024

Dear Applicant,

Thank you for your interest in the RCN Foundation. I am delighted that you have chosen to find out more about this key role for the charity. Please find in this pack an introduction to the Foundation, a Trustee role description and person specification, and an equalities monitoring form.

The RCN Foundation is a charity and grant-maker that supports members of the nursing and midwifery teams (nurses, midwives, Nursing Associates and healthcare support workers) to improve the health and wellbeing of the public.

At the start of the year, we launched our strategy for 2024-2028, entitled *Ignite, Inspire, Aspire: Our Vision to Transform Lives*, the aim of which is to continue the transformational impact of the support provided by the RCN Foundation. Over the next five years we will increase our support in the three core areas of our work – hardship, education and learning, and research and innovation - ensuring that the voices of nursing and midwifery are reflected throughout our work. To read our strategic plan in full, please visit our website: [Our strategy 2024-28](#)

To help complement the skills and experience on our existing Board, we are seeking an outstanding individual with a background in charity governance (legal experience would be welcome but is not essential) to join our Board of Trustees at the earliest opportunity subject to all the necessary administrative processes being completed. You will have:

- A broad understanding of the key issues facing healthcare and/or nursing/midwifery.
- An excellent understanding, and experience of, good charity governance, ideally with some legal experience.
- Proven success in your own area of expertise, strong leadership, management and strategic skills, and the willingness to act in the best interests of the Foundation.
- An ability to commit a minimum 15 days a year to the work of the RCN Foundation, including attending meetings of the Board and a Committee, reviewing papers, responding to requests for support from staff, leading on project development, fundraising and networking.
- An energy, passion and drive for the role, and want to make a real difference to our work and through that, our beneficiaries.

I joined the Board of Trustees in 2019 because I am passionate about the positive difference that the Foundation makes to nursing, midwifery and healthcare. This is a particularly important time to be joining the RCN Foundation's Board, as we embark upon a new ambitious strategy and seek to increase our impact. We have ambitious plans for the growth and development of our work and we hope that you will consider joining us at this exciting time.

I look forward to receiving your application.



Professor Jane Cummings CBE RN

## OVERVIEW OF THE RCN FOUNDATION

The RCN Foundation is an independent charity (registered charity number: SC043663 [Scotland]; 1134606 [England and Wales]; registered company: 7026001) and grant-maker which is part of the RCN Group. It was established in 2010, when the Royal College of Nursing (RCN) separated its charitable and trade union activities. Our purpose is to support and strengthen nursing and midwifery, to improve the health and wellbeing of the public. The charity supports nurses, midwives, Nursing Associates, healthcare support workers, student nurses and midwives, and retired nurses, midwives and healthcare support workers by:

- Supporting individual members of the nursing and midwifery teams by providing grants for financial hardship and education activities
- Investing in the future of the professions by funding projects in our key priority areas of care home nursing; supporting children and young people's mental health and emotional wellbeing, and learning disability nursing
- Championing nursing and midwifery by supporting projects that raise the profile of the professions and help the public to better understand the contribution made by nursing and midwifery staff to improving the nation's health.

The RCN Foundation supports staff across all of the nations of the UK, in both health and care settings. Our help is available to any nurse, midwife or Health Care /Maternity Support Worker who needs it, and they do not need to be a member of the Royal College of Nursing (RCN) to receive support from the Foundation.

As an organisation, our values are to be: relevant for today and ready for tomorrow; focused on impact; accountable; ambitious; and collaborative.

Further details about our work can be found on our website at [www.rcnfoundation.org.uk](http://www.rcnfoundation.org.uk).

### Governance

The Board of Trustees has provision for up to 12 Trustees. There are three substantive committees of the Board – the Grants Committee, the Income Generation and Investment Committee, and the Governance and Nominations Committee – which meet on a quarterly basis.

The Grants Committee is accountable to the Board for the development and implementation of the grant-making strategy which spans grant-making for hardship and education, nursing-led practice development and research projects; and activities that raise the profile of the profession.

The Income Generation and Investment Committee is accountable to the Board for the development and delivery of the fundraising, marketing and communications strategy, as well as keeping the investment strategy under regular review and monitoring the performance of the investment manager.

The Governance and Nominations Committee is responsible for monitoring the governance arrangements of the Foundation and leads on the recruitment and selection for appointments to the Board and Committees.

To find out more about our governance and our Board of Trustees please visit the [governance](#) section on our website.

### Our income

A significant proportion of the Foundation's income is generated from returns from its investment portfolio. In addition, the Foundation also generates income from a range of fundraising activities throughout the year. You can view our latest accounts on the Foundation's website.

### Equity, diversity and inclusion

The RCN Foundation is committed to ensuring that principles of equity, diversity and inclusion underpin our approach to our governance, activities, staff and beneficiaries. We know that equity, diversity and inclusion strengthen the work that we do and lead to better outcomes for our beneficiaries, and greater societal impact. We actively encourage applicants from diverse backgrounds and from all sections of the community to apply for these Trustee roles.

## **OUR WORK TO DATE**

Since the Foundation was established, we have made significant progress in the three areas of our work.

### Hardship grants

The Foundation's Benevolent Service provides grants, signposting and benefits advice through Entitledto, a partner organisation and regulated debt advice through a second partner organisation called PayPlan. The Service makes a tangible and positive impact on those who receive its support. In 2023, 99% of grant recipients reported that they were more in control of their situation following support from the Foundation. Furthermore, individuals who contacted the service were, on average, £10,631 better off per year as a result of the advice they were given.

Importantly, the Service enables individuals to increase their financial independence and get back to work.

### Education and career development funding

The RCN Foundation provides grants for education and career development opportunities to nurses, midwives and Health Care/Maternity Support Workers across the UK. Grants ranged from a one-off course in a wide range of clinical areas, to funding to support PhDs. Funding is awarded following a competitive application process so that the very best

applicants are supported to develop and enhance their careers. In 2023, the Foundation provided grants of around £157,000 to 111 individuals.

### Nursing- and midwifery-led projects that improve patient care

Since 2010, the Foundation has funded a wide range of projects. These include:

- The refurbishment of the RCN Library and Heritage Centre, the largest nursing specific resource in Europe.
- A major project to develop and evaluate the principles that underpin good care for dementia patients in both acute hospital and a care home settings where health care professionals shared their experiences of dementia care.
- A Public Lecture series that aims to focus on key health issues, whilst increasing public understanding of the role and contribution of nursing.

In 2023, the Foundation funded a number of nursing-and midwifery-led projects in our two priority areas: Children and Young People's Mental Health, and Learning Disability.

Further information about our current and previous research projects can be found on the Foundation's website.

Our Board has recently approved our Grant-making strategy for 2024-2028 which supports our organisational strategy and sets out how we will strive to continue and grow our grant-making activities across the three areas of: hardship, education and learning, and research and innovation. The aim is to support nurses, midwives, Nursing Associates and healthcare support workers to continue to develop their knowledge skills and expertise to deliver safe, evidence-based nursing and midwifery care to improve the health and wellbeing of the public.

### Governance Review

In 2022, in line with good practice, an independent governance review was commissioned by the Foundation. The focus of the review was Board and Committee effectiveness. The resulting report was presented to the Board in January 2023. It found that the Foundation was *"very well governed...that it strongly demonstrates all seven elements of the Charity Governance Code...and that the Board is unusually and impressively diverse in terms of both protected characteristics under the Equalities Act and career backgrounds."*

The review made a series of recommendations to further improve some areas of governance, most of which were completed in 2023.

Another key recommendation was that the Foundation should review and make changes to its Articles of Association to better reflect current best practice. Discussion on these proposed changes are taking place with the RCN, in its capacity as the Foundation's sole member.

# ABOUT THE ROLE

## RCN Foundation Trustee Role Description

The Board of Trustees sets the strategic direction and priorities of the charity. The Trustees have a legal duty to ensure the Foundation delivers on its charitable objects and complies with all legal, constitutional and regulatory requirements. They have a legal duty to govern the charity so as to help it achieve its charitable objectives and, in doing so, to act reasonably, prudently and selflessly.

The specific duties of the Board of Trustees are to:

1. Ensure the Foundation is meeting its charitable objectives and complies with all legal, constitutional and regulatory requirements.
2. Ensure the Foundation has a clear vision, mission and strategic direction.
3. Be responsible for the performance of the Foundation, reviewing major risks and monitoring controls and systems.
4. Act in the best interest of the Foundation and all times, exercising due care, skill and diligence.
5. Hold the Foundation 'in trust' for current and future beneficiaries, acting as guardians of its assets and taking due care over their security, deployment and proper application.
6. Ensure the income of the Foundation is managed effectively and applied for the purposes set out in the governing document with complete fairness between people who are properly qualified to benefit.
7. Actively engage with the work of the Foundation, including attending regular meetings, reading relevant papers, leading on key activities, networking and promoting the Foundation's work.
8. Be prepared to act as a spokesperson for the Foundation if asked to do so and to work within an agreed brief.
9. Safeguard the reputation and values of the Foundation.

As well as sitting on the Board, the successful candidate will also sit on one of our substantive committees.

## Person Specification

Trustees should have the following knowledge, skills, experience and qualities:

1. A commitment to the mission of the Foundation.
2. An understanding of charity governance and how this relates in particular to the Foundation.
3. An understanding of the key issues facing nursing, midwifery and healthcare.
4. Proven success and a track record in their own area of expertise. proven success in their own area of expertise
5. Experience of strong leadership and management, and of making sound strategic decisions.
6. Experience of engaging with partners and stakeholders from a range of organisations.

7. The intellectual capacity to grasp issues outside personal experience and communicate opinions and contribute to discussions around such issues.
8. Numerate with the ability to understand budgets and charity finance.
9. An understanding of key principles of equality, diversity and inclusion, and a commitment to applying these principles in your role as a Trustee.
10. The willingness to act in the best interests of the charity and comply with the Nolan Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership).
11. The ability to work well as a member of the team.
12. An energy, passion and drive for the role, and the desire to want to make a real difference to our work and through that, to our beneficiaries.
13. An ability to commit the necessary time to be an effective member of the Board of Trustees.

In order to ensure the Board functions effectively as a whole, the Foundation aims to have the best balance of skills, knowledge, expertise and experience on its Board to help achieve its purpose.

Individual Trustees should have specialist knowledge and skills in one or more of the following areas:

- Midwifery/Nursing and nurse education
- Health and social care policy
- Charity governance
- Financial and business management including investment expertise
- Strategic planning
- Equality issues
- Media, marketing and communications
- Income generation including fundraising and social investment
- Grant-making
- Digital strategy
- Impact measurement

## WHAT IS INVOLVED

Trustees must have a willingness to commit around 15 days per year to the charity in order to:

- Attend and participate in four Board meetings per year, usually from 4pm to 7pm. Two meetings per year take place solely on MS Teams, one meeting is hybrid (Trustees can choose to attend in person or via MS Teams) and one meeting is held in person usually in London.
- Attend the Annual Away Day, held in person usually in London
- Attend and participate in four Committee meetings per year. These usually take place on MS Teams from 4pm to 6pm.
- Attend the Foundation's Annual Impact Awards, usually held in London.

Trustees may also be required to serve on one or more of the RCN Group Committees.

### Terms of Office

Trustees normally serve a minimum term of three years, which can be renewed following review for a second three-year term. The maximum is a total of three terms.

### Legal Status

The RCN Foundation is incorporated, and as such Trustees also serve as Company Directors. Nominees are required to sign a declaration as to non-disqualification from acting as a Trustee or Director.

## WHO WE ARE LOOKING FOR

We are seeking an outstanding individual to join the Board. You will have:

- A broad understanding of the key issues facing healthcare and/or nursing/midwifery.
- An excellent understanding of good charity governance, proven success in your own area of expertise, strong leadership, management and strategic skills, and the willingness to act in the best interests of the Foundation.
- An ability to commit a minimum 15 days a year to the work of the RCN Foundation, including attending meetings of the Board and a Committee, reviewing papers, responding to requests for support from staff, leading on project development, fundraising and networking.
- An energy, passion and drive for the role, and want to make a real difference to our work and through that, our beneficiaries.

We are particularly seeking an individual with a background in charity governance to join our Board of Trustees at the earliest opportunity in agreement with the successful candidate, subject to the necessary administrative processes being completed.

Applications from a wide range of backgrounds are welcome.



Before applying, you may wish to read about the duties and responsibilities of charity trustees on the Charity Commission's website at <https://www.gov.uk/topic/running-charity/trustee-role-board>.

## HOW TO APPLY

To apply in confidence to become a Trustee of the RCN Foundation, please email the following to Angela Flanagan, Clerk to the Trustees, on [rcnfoundationsgovernance@rcnfoundation.org.uk](mailto:rcnfoundationsgovernance@rcnfoundation.org.uk) :

1. A current CV.
2. A covering letter (maximum 2 sides of A4) outlining, with examples, how you meet the person specification and taking into account the role description and any specialist skills you have.
3. A completed equalities monitoring form.

The closing date for applications is **midnight on Sunday 4 August 2024**. Interviews will take place on Thursday 5 September 2024 on MS Teams. If you would like to have an informal conversation about any aspects of the Foundation's work, please contact Deepa Korea, Director of the RCN Foundation on [deepa.korea@rcnfoundation.org.uk](mailto:deepa.korea@rcnfoundation.org.uk).

### Eligibility criteria

- You must be at least 18 years old to be a charity Trustee.
- You do not need to be an RCN member to apply.
- You are not eligible to apply if you are:
  - An employee of one of the entities within the RCN Group (Royal College of Nursing, RCNi, Hold Co Ltd or the RCN Foundation)