

Recruitment Pack: Trustee, Jubilee Debt Campaign

(April 2018)



Overview

Jubilee Debt Campaign is seeking three new thoughtful, passionate and committed Trustees to join our Board and help strengthen our work tackling poverty caused by unjust debt. In particular, we aim to bring on board more female and Black, Asian and Minority Ethnic (BAME) trustees, and people with significant skills and experience of the following areas:

- Policy / research in either international development/political economy or UK social justice
- Communications strategy, media, branding and marketing
- NGO leadership and strategy development
- Engaging young people in activism and campaigning

About Us

Vision, Mission & Values

Jubilee Debt Campaign is part of a global movement working to break the chains of unjust debt and build a finance system that works for everyone.

Founded in 1996, we are a UK-based charity focused on the connection between poverty and debt. Our work is inspired by the ancient concept of the Jubilee, referred to in both the Hebrew and Christian scriptures, involving the periodic cancellation of debts, freeing of slaves and redistribution of property, bringing about greater fairness and equality in the economy and society.

We believe that tackling the injustices resulting from the accumulation of debt is a necessary step towards a world in which our common resources are used to realise equality, justice and human dignity.

Our work combines robust, evidence-based research and policy development, targeted and impactful advocacy, and media work, popular education and awareness-raising.

We have a small staff team of 5 people, a growing community of online activists, a network of affiliated local groups and national agencies, and an Academic Advisory Network who advise on our research and policy work.

Key organisational victories include:

- \$130 billion of debt cancellation for developing countries between 2000 and 2015 as part of the global Jubilee 2000 campaign.
- An Act of Parliament protecting 40 poor countries from being sued by vulture funds in UK courts.
- \$100 million of debt cancellation for Ebola-affected countries: Liberia, Sierra Leone and Guinea.
- A new global network to tackle the dangerous new debt-creating mechanism 'Public Private Partnerships' (known in the UK as the Private Finance Initiative'), comprising 150 campaigners in 45 countries.

Priorities

In 2015 we revised our charitable purpose to enable us to bring our expertise and experience of working on public debt crises in developing countries to bear on the debt problems facing the UK economy. Our current strategy is underpinned by the view that progress on the debt-poverty trap will only be possible with greater public education and a stronger economic justice movement at the UK and international level. It therefore prioritises movement-building, public education and awareness-raising in order to encourage and support more people from more diverse backgrounds to participate in economic justice campaigning and to exercise political agency and voice.

We have two priority work areas, which will be our focus in 2018-19 and beyond:

- 1. The new debt crisis in the global South:** Raising awareness of threat posed by a new wave of debt crisis in impoverished countries, working in solidarity with countries affected by debt crises, and advocating for changes to UK law to tackle the role of UK-based banks and financial institutions.
- 2. The household debt crisis in the UK:** Working with partners to raise awareness and public and political support for government action to tackle the household debt bubble and lift households out of the debt-poverty trap, and to help elevate the voices and agency of affected individuals.

In addition, we are developing two new workstreams on:

- 3. Climate change impacts and indebtedness:** Strengthening solidarity with highly-indebted countries vulnerable to severe climate impacts such as hurricanes, with an initial focus on the Caribbean.
- 4. The student debt bubble:** Working with a network of groups and organisations to find solutions to the growing indebtedness of students, especially students from poor backgrounds.

About the Role

Summary:

- The Board is responsible for the governance and strategic direction of Jubilee Debt Campaign. Trustees have collective legal responsibility, along with the other Board members, for Jubilee Debt Campaign's management and administration.
- You will need to be able to attend three Board meetings per year in London.

Accountable to: Board of Trustees of Jubilee Debt Campaign

Statutory duties:

- Ensuring that Jubilee Debt Campaign pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy
- Ensuring that the organisation complies with its governing document (i.e. the memorandum and articles of association), charity law, company law and any other relevant legislation or regulations
- Ensuring that the organisation applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- Ensuring that the organisation defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of the organisation
- Ensuring the effective and efficient administration of the organisation, including having appropriate policies and procedures in place
- Ensuring the financial stability of the organisation
- Protecting and managing the property of the charity and ensuring the proper investment of the charity's funds

- Ensuring proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the Director

Additional duties:

- Scrutinising board papers
- Applying any skills, knowledge or experience to help the Board of trustees reach sound decisions
- Participation in Board meetings
- Helping with fundraising (such as by providing contacts and making approaches as appropriate)
- Sitting on Board committees, as required
- Sitting on recruitment and disciplinary panels, as required

Who we are looking for

Jubilee Debt Campaign has recently undertaken a major review of our governance arrangements and is prioritising bringing on board more female and Black Asian and Minority Ethnic (BAME) trustees, as we believe that strengthening diversity in our governance is critical in ensuring that we become more effective in achieving our aims. We welcome all applications from eligible candidates, but particularly encourage applications from women, and from BAME candidates.

Person specification

Essential:

- Commitment to the vision, mission and values of Jubilee Debt Campaign
- Strategic vision
- Good, independent judgement
- Willingness and ability to devote the necessary time and effort to carrying out the trustee role effectively, including participating in Board meetings and conference calls in between meetings, scrutinising Board papers, and responding promptly to Board email discussions
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, especially those set out in:
 - The Charity Commission's guidance *The Essential Trustee* (CC3): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/617828/CC3.pdf
 - Jubilee Debt Campaign's Memorandum & Articles of Association: <https://jubileedebt.org.uk/wp-content/uploads/2017/08/150702-Mem-Arts.pdf>
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to think creatively
- Willingness to speak one's mind
- Ability to work effectively as a member of a team
- Commitment to ongoing training and development as a trustee

Desirable:

- Significant skills and experience in at least one of the following areas:
 - Policy / research in either international development/political economy or UK social justice
 - Communications strategy, media, branding and marketing
 - NGO leadership and strategy development
 - Engaging young people in activism and campaigning

Eligibility

Please note that some people are disqualified by law from acting as trustees, including anyone described in sections 178 to 180 of the Charities Act 2011. This includes:

- Anyone who has an unspent conviction for an offence involving deception or dishonesty
- Anyone who is an undischarged bankrupt
- Anyone who has been removed from trusteeship of a charity by the Court or the commission for misconduct or mismanagement
- Anyone under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has entered into a composition or arrangement with their creditors which includes an individual voluntary arrangement (IVA), and is currently on the Insolvency Service Register.

Remuneration

This is a voluntary, unpaid position. Travel expenses are provided, and funds are also available to support childcare arrangements if needed.

How to apply

To apply for the role please submit your CV with a letter of interest of no more than 2 pages demonstrating how you meet the requirements in the person specification and confirming that you are eligible to act as a charity trustee.

Please send the CV and cover letter to matt@jubileedebt.org.uk by **9am on Tuesday 29 May**.

The Chair and Vice-chair of Jubilee Debt Campaign's Board are available to answer any questions about the role. If you would like to arrange a telephone conversation, please contact Matt Gardner on 020 7324 4722.

Interviews will take place on 4th June (all day) or 5th June (afternoon), and candidates who are interviewed can claim reasonable expenses for travel to and from the interview. We will also provide funds for childcare if this is needed to enable candidates to attend an interview.

Thank you for your interest.